



BUREAU OF IMMIGRATION

2024 CITIZEN'S CHARTER (4th Edition Revision Level 1)



Agency Profile

**BUREAU OF
IMMIGRATION**

The Bureau of Immigration is responsible for the administration and enforcement of immigration and citizenship laws as well as the admission of foreigners in the Philippines. This responsibility includes the enforcement of alien registration laws, exclusion, deportation, and repatriation of aliens, and supervision of their immigration into the emigration from the Philippines. It is 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 the existing laws. It is conferred full and final jurisdiction in immigration cases. It also assists local and international law enforcement agencies in securing and maintaining the domestic tranquility of the state against aliens, whose presence or stay may be deemed threats to national security, public safety, public morals and public health. Finally, it is the chief repository of all immigration records pertaining to the entry, temporary sojourn, admission, residence, and departure of all aliens in the Philippines.

POWERS AND FUNCTIONS

In the discharge of its broad functions, the Bureau of Immigration (BI) through its Board of Commissioners, exercises administrative supervision over the following:

- 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 the compliance with Philippine laws and other legal procedures;
- Issuance of immigration documents and identification certifications of 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 (SPW), Provisional Work Permit (PWP), Special Study Permit (SSP), re-entry permits, clearances, etc.);
- Extension of stay of temporary visitors and implementation of changes of status consistent with immigration laws, rules, and regulations;
- 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, Watch list, 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 laws and regulations; and
- Accreditation of law firms, liaison officers, travel agencies and other individuals and organizations transacting with the BI.



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 Commonwealth Act (CA) No. 613 or the Philippine Immigration Act (PIA) of 1940, as amended, and Republic Act No. 562 or the Alien Registration Act of 1950, as amended. Pursuant to Office of the President Letter of Implementation (LOI) dated 31 December 1972, the BI's responsibilities include enforcement and administration of immigration and alien registration laws, as well as the supervision of immigration into and emigration from the Philippines. The Bureau is the exclusive government entity responsible for the implementation of immigration control (Devanadera, 2009) for the entry and exit of travelers, including their exclusion, deferred departure, apprehension, deportation and repatriation of illegal entrants. The BI is also mandated to implement strict departure formalities for international bound passengers pursuant to Republic Act No. 9208 (Anti-Trafficking in Persons Act of 2003), as amended by Republic Act No. 10364 (Expanded Anti-Trafficking in Persons Act of 2012), and its Implementing Rules and Regulations (IRR), Republic Act No. 8042, (Migrant Workers and Overseas Filipinos Act of 1995), as amended by Republic Act No. 10022 dated 27 July 2009 and other related laws. Moreover, the agency also reinforces the thrust and programs of the government in enriching international relations on border control and management domain; promotion of economic development; boosting tourism; and intensifying global efforts against transnational crimes, including terrorism.

OUR MISSION

Secure the borders through automated and streamlined immigration control systems

OUR VISION

To be an inclusive, modernized and resilient border control organization that exercises a culture of excellence and accountability

OUR CORE VALUES



PATRIOTISM

We do everything out of love of country



INTEGRITY

We do what is right even if nobody is watching



PROFESSIONALISM

We are best at what we do

KEY FOCUS AREAS

Anti-Corruption

Modernization

National Security

Rightsizing

Personnel Empowerment



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 as well as other operating offices such as Management Information System Division (MISD), INTERPOL, Border Control Intelligence Unit (BCIU), Anti-Terrorist Group (ATG), Ninoy Aquino International Airport (NAIA) One-Stop-Shop (OSS), Intelligence Division (ID), Fugitive Search Unit (FSU), BI National Operations Center (BINOC), General Services Section (GGs), and BI Warden's Facility (BIWF);
- 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 frontline services;
- Promptly respond to complaints, comments, and suggestions, about our services through our Public Information and Assistance Unit (PIAU) and the Good Governance Unit (GGU);
- Give importance to every clientele's comments, suggestions, complaints, and needs which includes the provision of comfortable waiting areas;
- Provide access to clienteles pertaining to information regarding our policies, procedures, rules, and regulations, activities and services through our website (www.immigration.gov.ph) and hotline number (02) 8465-2400



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ADMINISTRATIVE DIVISION-RECORDS SECTION

External Services



1. Request for Certified True Copy of Records

The Certified True Copy of Records is issued to individuals needing this document as their personal copy, passport or loan requirement, visa to enter in the Philippines as proof of Philippine Citizenship.

Office or Division:	Administrative Division-Records Section	
Classification:	Simple	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Recognized/Naturalized Filipino, Foreign Citizens and Dual Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal:		
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor, Records Section - 3 rd Floor, or Bureau of Immigration Website	
2. Letter Request	Client	
3. Valid Government Issued Identification Card (1 Original and 1 Photocopy with 3 specimen signatures)	BIR, SSS, Philhealth, LTO, GSIS, DFA, IBP	
Representative (Individual or thru BI-Accredited Liaison Officer)		
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website	
2. Letter Request	Client	
3. Special Power of Attorney (1 Original)	Person being Represented	
4. Valid Government Issued Identification Card of the Applicant/Subject/ Representative or Bureau of Immigration Accreditation Identification Card, as applicable (1 Photocopy with 3 specimen signatures)	Client/ Representative	
For Applicants with Limited Mobility (Unable to Sign)		
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website	
2. Letter Request	Client	



3. Special Power of Attorney (1 Original)	Person being Represented
4. Valid Government Issued Identification Card of the Applicant/Subject (1 Photocopy with thumb mark in lieu of signature)	Applicant/Subject
** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR ; Valid Bureau of Immigration Accreditation Identification Card (1 Photocopy with 3 Specimen Signatures)	Representative Liaison Officer
5. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)
6. Medical Certificate attesting to the applicant's inability to sign (1Original)	Medical Practitioner with PRC License Number
For Applicants who are already deceased	
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website
2. Letter Request	Surviving Spouse/Children
** Special Power of Attorney (1 Original)	Person being Represented
3. Valid Government Issued Identification Card of the Applicant (1 Photocopy with 3 specimen signatures) ** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR ; Valid Bureau of Immigration Accreditation Identification Card (1Photocopy with 3 Specimen Signatures)	Applicant Representative Liaison Officer
4. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)



5. Duly Authenticated Death Certificate of the Subject (1 Original and 1 Photocopy)		National Statistics Office (NSO)		
**If filed thru Representative or BI-Accredited Liaison Officer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the application form.	1. Provide the applicant with the checklist of requirements, application forms and general information.	None	5 Minutes	<i>Administrative Staff</i> PIAU <i>Records Custodian</i> Records Section
2. Submit the complete documentary requirements	2. Receive and check the completeness and correctness of the accomplished form and other documentary requirements. <i>Note: Informs the client of any lacking documents, if any.</i>	None	5 Minutes	<i>Records Custodian</i> Records Section
3. Wait while the requested documents are being verified and retrieved.	3. Retrieve the records. <i>Note: If no records are available, Chief, Records Section issues Certificate of Non-Availability of Records.</i>	None	2 Hours	<i>Records Custodian</i> Records Section
4. None	4. Issue the Order of Payment Slip (OPS)	None	3 Minutes	<i>Assessor</i> Records Section
5. Present the OPS to the Cashier for payment	5. Issue the Official Receipt	Certification Fee (per document requested): PHP 500.00 Legal Research Fee: PHP 10.00 Express Lane Fee: PHP 500.00	10 Minutes	<i>Cashier</i> Cash Section

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6. Submit Official Receipt to the Records Section	6. Receive the Official Receipt (OR) <i>If beyond 4pm: Issue claim stub for the date and time of release of the requested document</i>	None	10 Minutes 1 Day	<i>Records Custodian Records Section</i>
7. None	7. Print the Certification, verifier affixes initial on the copies, and Chief, Records Section signs the Certification.	None	15 Minutes	<i>Records Custodian and Chief Records Section</i>
8. None	8. Log the release of the document (indicating the docket number, date/time of release, and other pertinent information)	None	3 Minutes	<i>Records Custodian Records Section</i>
9. Receive the certified copies of requested documents	9. Release the documents	None	3 Minutes	<i>Records Custodian Records Section</i>
TOTAL:		PHP 1,010.00	1 Day	



ADMINISTRATIVE DIVISION-PROCUREMENT MANAGEMENT UNIT (PMU) **External Services**



1. Procurement of Goods, Infrastructure Projects or Consulting Services – Competitive Bidding

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

Office or Division:	Administrative Division-Procurement Management Unit (PMU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Accredited Supplier(s)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Advertisement/Invitation to Bid (IB)	Posted at PhilGeps Website, BI-Website www.immigration.gov.ph , BI Official Facebook page and BI-Bulletin Board	
2. Philippine Bidding Documents	BAC Secretariat Office located at JS Contractor Inc. Bldg, Magallanes St., Intramuros, Manila or thru email: bacsecretariat@immigration.gov.ph	
3. Eligibility Documents/Technical and Financial Documents	Bidder(s)	
4. Notice of Award (NOA)	BAC Secretariat	
6. Performance Security	Winning Bidder	
7. Contract	BAC Secretariat	
8. Minutes of the BAC Meeting	BAC Secretariat	
9. Notice of Proceed	BAC Secretariat	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Note: Conduct Pre-Procurement Conference (if ABC is above 2M)	None	1 Day	<i>BAC Secretariat, End-user BAC</i>
1. View Invitation to Bid (IB) for procurement of BI projects	1. Ensure IB is posted at PhilGeps, BI-Website, BI Official Facebook page and BI-Bulletin Board	None	7 Days	<i>BAC Secretariat BINOC</i>
	Conduct Pre-Bid Conference	None	1 Day	<i>BAC Secretariat, BAC, End-user and Prospective Bidders</i>
2. Secure the Philippine Bidding Documents	2. Issue the bidding documents at BAC Secretariat Office	PHP 500,000 and below - PHP 500.00 PHP 500,000 > up to PHP 1M - PHP 1,000.00 PHP 1M > up to PHP 5M - PHP 5,000.00 PHP 5M > up to PHP 10M- PHP 10,000.00	5 Minutes	<i>BAC Secretariat</i>



		PHP 10M > up to PHP 50M - PHP 25,000.00 PHP 50M> up to PHP 500M - PHP 50,000.00 More than PHP 500M- PHP 75,000.00		
3. Submit the Bid proposal	3. Accept Bid proposal at BAC Secretariat Office 3.1 Conduct the Bid Opening	None	1 Day	BAC, BAC Secretariat, End-user and Participating Bidders
	3.2. Conduct Bid Evaluation Process	None	7 Days	BAC, BAC Secretariat and End-user
	3.3. Conduct Post-Qualification Process	None	12 Days	BAC, BAC Secretariat and End-user
	3.4. Prepare and process BAC Resolution, Notice of Award (NOA), and Contract; Attach other necessary documents (e.g. Minutes of the BAC Meeting)	None	15 Days	BAC Secretariat



<p>4. Receive the Notice of Award (NOA)</p> <p>5. Post the required Performance Security upon receipt of NOA</p> <p>6. Sign the Contract</p>	<p>4. Issue the NOA signed by the Head of the Procuring Entity (HoPE) to the winning bidder</p> <p>5. Issue the Contract for signing</p> <p>6. HoPE signs the Contract</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 Day</p> <p>10 Days</p>	<p><i>BAC Secretariat</i></p> <p><i>Winning Bidder</i></p> <p><i>BAC Secretariat and Winning Bidder</i></p>
<p>7. Notarize the Contract</p>	<p>7. Forward the Contract and other BAC documents to the Commissioner/HoPE (Below 5M contract price) or Department of Justice (DOJ) Secretary (5M and above contract price) for Approval</p>	<p>None</p>	<p>20 Days</p>	<p><i>BAC Secretariat and Winning Bidder</i></p>
<p>8. Receive the Notice of Proceed (NTP)</p>	<p>8. Issue the NTP signed by the HoPE to the winning bidder</p>	<p>None</p>	<p>7 Days</p>	<p><i>BAC Secretariat</i></p>

Competitive Bidding is covered under R.A. 9184 and its 2016 revised Implementing Rules and Regulations (IRR)

(Note: Processing time may vary depending on the Availability of Signatories)



2. Small Value Procurement (SVP) of Goods, Infrastructure Projects and Consulting Services

A process to procure goods or services under Small Value Procurement (SVP) with items amounting to PHP 50,000 but below PHP 1,000,000.

Office or Division:	Administrative Division-Procurement Management Unit (PMU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Accredited Supplier(s)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request for Quotation (RFQ)	Posted at PhilGeps Website, BI-Website www.immigration.gov.ph , BI Official Facebook page and BI-Bulletin Board	
2. Mayor's Business Permit	City Hall	
3. DTI Registration	DTI	
4. PhilGeps Registration Certificate	PhilGeps	
5. Tax Clearance Certificate	Bureau of Internal Revenue (BIR)	



Small Value Procurement is covered under R.A. 9184 and its 2016 revised Implementing Rules and Regulations (IRR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. View the RFQ Posted at PhilGeps.	1. Post the RFQ at PhilGeps, BI Official Facebook Page and BI Website.	None	7 Days	<i>BAC Secretariat BINOC and Bidder(s)</i>
2. Submit the bid proposal/quotation documents through email or duly sealed and signed envelope(s)	2. Receive the documents submitted by bidder.	None	1 Day	<i>BAC Secretariat and Bidder(s)</i>
	2.1. Open and evaluate the submitted bid proposals;	None	7 Days	<i>BAC, BAC Secretariat and End-user</i>
	2.2. Declare the Lowest/Single Calculated Responsive Quotation (LCRQ) (SCRQ)	None		
	2.3. Prepare the BAC Resolution, Abstract of Quotation, Purchase Order (PO), and Notice of Award (NOA)	None		<i>BAC Secretariat</i>
3. Receive the NOA and PO	3. Issue signed NOA and PO	None	7 Days	<i>BAC Secretariat and Winning Bidder</i>
4. Deliver goods or services	4. Receive the goods/services from the supplier	None	20 Days	<i>PMO/End-user, Management Section, Commission on Audit (COA) and Winning Bidder</i>

(Note: Processing time may vary depending on the Availability of Signatories)



ALIEN REGISTRATION DIVISION- CERTIFICATE SECTION (ARD-CS)

External Services

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

Extension of RP of ACR I-Card based registered aliens with permanent resident visa and Extension of SRC of ACR I-Card based registered aliens with temporary resident visa.

Office or Division:	ARD - Certificate Section (ARD-CS)		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa or temporary resident visa, who departed for a temporary sojourn abroad but intend to return with expiring or expired RP or SRC.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request letter for extension of RP/SRC addressed to the BI Commissioner thru Chief ARD		Applicant	
2. ACR I-Card (1 photocopy)		Applicant	
3. Passport Bio page and latest departure (1 photocopy)		Applicant	
4. Copy of Official Receipt of RP/SRC/ECC payment/s		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
2. Submit the filled-out application form and other documentary requirements	2. Receive the application, check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS).	None	15 Minutes	<i>Administrative Staff</i> ARD-CS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Notify the applicant of the lacking document/s, if any.			
3. Present the OPS to Cashier for payment	3. Issue the Official Receipt (OR).	<p>For one (1) year: Php2,010.00 (plus MR fees Php510.00 if applicable);</p> <p>For six (6) months: Php1,510.00 (plus MR fees Php510.00 if applicable)</p>	10 Minutes	Cashier Cash Section
4. Submit the application with OR.	4. Receive the application and endorse to the assigned Registration Officer.	None	10 Minutes	Administrative Staff ARD-CS
	4.1 Write the valid extension period of RP/SRC on the OR.	None		Registration Officer ARD-CS
	4.2 Review, implement RP or SRC extension in the ACR I-Card system.	None	1 Hour	Acting Chief ARD-CS
5. Claim the document/s. (Extension of RP or SRC)	<p>5. Release the original OR with notation of Extension of RP or SRC to subject.</p> <p><i>Note: Proof of release/applicant's receipt of the document recorded in the logbook.</i></p>	None	5 Minutes	Administrative Staff ARD-CS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	<p>For one (1) year: Php2,010.00 (plus MR fees Php510.00 if applicable)</p> <p>For six (6) months: Php1,510.00 (plus MR fees Php510.00 if applicable)</p>	1 Hour, 45 Minutes	

2. Online Application for Emigration Clearance Certificate (ECC-B) or Certificate of Exemption (CE) with Re-Entry Permit (RP) Or Special Return Certificate (SRC)

ECC-B /CE with RP/SRC is issued to those who have immigrant or non-immigrant visa with valid Alien Certificate of Registration Identity Card (ACR-I Card) and are leaving the country temporarily. It is a single-use receipt that also serves as Re-entry Permit for immigrant and Special Return Certificate for non-immigrant, which is valid for one (1) year or six (6) months.

Office or Division:	Alien Registration Division (ARD)			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C) G2C - for government services whose client is the transacting public			
Who may avail:	Holders of valid ACR I-Card (except Temporary Visitors Visa [TVV] ACR I-Card and those exempt from registration) free from derogatory records and are departing for a temporary sojourn abroad but who intend to return			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ACR I-Card of the applicant		Bureau of Immigration (BI), ARD		
2. Valid Original Passport		Embassy / Country of Origin		
3. Registered electronic mail (e-mail)		Preferred e-mail platform of the applicant		
4. Registered E-services Account		https://e-services.immigration.gov.ph/		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph/ then click “Emigration Clearance Certificate- B (ECC-B)”. An instruction and information pop-up box will appear then click “Proceed”. Fill-out all the required	1. Validate the information provided. <i>Note: Visa and ACR I-Card must be valid and active to proceed with the process. In case of expired visa and ACR I-Card, an automated pop-up box will appear</i>	None	1 Minute	System Automated

(*) fields of information in ECC-B Form then click "Submit".	<i>advising the client to renew his ACR I-Card or update his visa.</i>			
	1.1 Generate a Reference Number and assessment of fees.	None		System Automated
2. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	2. Check eligibility for transaction.	Refer to the table of fees below.		System Automated
	2.1 Without Issue Send to the client's registered e-mail an automated response of "Approved" with the Official Receipt of ECC/CE with RP/SRC number and validity.		1 Minute	System Automated
	2.2 With Issue but Cleared by Certification and Clearance Section (CCS) Verify records of the client and send to the client's registered e-mail an automated response of "Approved" with the Official Receipt of ECC/CE with RP/SRC number and validity.		6 Minutes	Staff-in-charge CCS



<p><i>Note: If your Certificate of Not The Same Person (NTSP) was issued prior to 2017, you will not be able to use it for your ECC-B application as the control number is incompatible with this program. Proceed to the CCS (Window 23) at the BI Main Office for the issuance of a new Certificate of NTSP. Bring your old Certificate of NTSP. Other requirements will be waived as long as there are no new hits/alerts issued against your namesake.</i></p>	<p>2.3 With Issue and not Cleared by CCS</p> <p>Send to the client registered e-mail an automated response of “For Compliance” and corresponding instructions to secure a Certificate of NTSP at the CCS.</p> <p>If the client has an existing NTSP, CCS shall encode the control number onto the system for confirmation.</p>		<p><i>Note: For securing the NTSP and the corresponding fees and processing time please refer to the separate Citizen’s Charter for Certificate of NTSP</i></p>	
<p>3. Receive system-generated Official Receipt (O.R.) and electronic ECC-B/CE with RP/SRC.</p>	<p>3. A system generated email containing the electronic ECC-B with RP/SRC and O.R. will be sent automatically to the registered email address of the client.</p>	<p>None</p>	<p>1 Minute</p>	<p>System Automated</p>
<p style="text-align: right;">TOTAL:</p>		<p>Refer to the table of fees below. <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i></p>	<p>9 Minutes</p>	



<p>ECC-B with RP/SRC (1 YEAR) - ADULT ages 14 above: RP/SRC Fee - PHP 1400.00 Emigration Clearance Certificate (ECC) - PHP 700.00 Head Tax - PHP 250.00 Legal Research Fee (LRF) - PHP 30.00 Express Lane Fee - PHP 500.00</p>
<p>ECC with RP/SRC (6 MONTHS) - ADULT ages 14 above: RP/SRC Fee - PHP 700.00 ECC - PHP 700.00 Head Tax - PHP 250.00 LRF - PHP 20.00 Express Lane Fee - PHP 500.00</p>
<p>CE with RP/SRC (1 YEAR) - MINOR ages 13 below: RP/SRC Fee - PHP 1,400.00 Certificate of Exemption (CE) - PHP 200.00 LRF - PHP 30.00 Express Lane Fee - PHP 500.00</p>
<p>CE with RP/SRC (6 MONTHS) - MINOR ages 13 below: RP/SRC Fee - PHP 700.00 CE - PHP 200.00 LRF - PHP 20.00 Express Lane Fee - PHP 500.00</p>
<p>ECC with SRC for SEC. 9F (Student): SRC - PHP 700.00 ECC - PHP 700.00 LRF - PHP 20.00 Express Lane Fee - PHP 500.00</p>

3. ACR I-Card Certification (Grace Period, Record, Canceled Card)

Certifications are issued to affirm the validity of information in Grace Period, Record and Canceled Card.

Office or Division:	ARD - Certificate Section (ARD-CS)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2014-08-015 Rev 0, For (i) Certification with Record, (ii) Canceled I-card: Letter request addressed to Chief ARD	Room 210 window Applicant	
2. ACR I-Card with original card seen (1 photocopy)	Applicant	
3. Passport Bio page, visa implementation page and latest admission with valid authorized stay (1 photocopy)	Applicant	
4. Copy of Grace Period Order	Office of the Deputy Commissioner	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
2. Submit the filled-out application form and other documentary requirements.	2. Receive the application. Endorse to the Registration Officer. 2.1 Notify the applicant of the lacking document/s, if any.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS).	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php1,010.00	10 Minutes	<i>Cashier</i> Cash Section
4. Submit the application with the OR.	4. Receive the application and issue the claim stub.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
	4.1 Process/generate the ACR I-Card Certificate in the system.	None	5 Minutes	<i>Registration Officer</i> ARD-CS
	4.2 Review the ACR I-Card Certificate.	None	1 Hour	<i>Acting Chief</i> ARD-CS
	4.3 Final review and approval of ACR I-Card Certificate.	None	2 Days	<i>Deputy Chief and Chief</i> Alien Registration Division (ARD)
	4.4 Transmit the ACR I-Card Certificate to the Certificate Section.	None	10 Minutes	<i>Administrative Staff</i> ARD-Proper
5. Present the claim stub.	5. Release the ACR I-Card to the applicant.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
	TOTAL	Php1,010.00	2 Days, 1 Hour and 50 Minutes	

4. Issuance of (Paper-based) Special Return Certificate (SRC) with Emigration Clearance Certificate (ECC) B-Series

Paper-based Travel Documents (SRC with ECC-B series) issued to paper-based ACR registered aliens, who are departing for a temporary sojourn abroad but intend to return.

Office or Division:	ARD - Certificate Section (ARD-CS)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with Sec.47(a)2 visa exempt from payment of immigration fees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-001 Rev 0	ARD Certificate Section Room 210 window	
2. Paper-based ACR	Applicant	
3. Indorsement for Sec.47(a)2 by the DOJ	Department of Justice	
4. Passport Bio-page, visa implementation and latest admission with valid authorized stay (1 photocopy)	Applicant, Photocopier service available at G/F Canteens for Xerox of applicant's documents	
5. Three (3) pieces of 2x2 photograph and Two (2) pieces of 1x1 photograph of the applicant with white background and must be taken within the last three (3) months from the date of application	Applicant, Picture photo service available at the G/F BI bldg.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
2. Submit the filled-out application form and other documentary requirements.	2. Receive the application. Check the completeness of the documents submitted.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Endorse the application to the Registration Officer. 2.2 Notify the applicant of the lacking document/s, if any.			
	2.3 Check for any derogatory record, assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> ARD-CS
3. Present the OPS to the cashier for payment.	3. Issue the Official Receipt (OR).	Form: Php50.00 Express Lane Fee (ELF): Php500.00	10 Minutes	Cashier Cash Section
4. Proceed to the Alien Registration Division (ARD) for Alien Registration Program (ARP) capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and issue ARP stub with SSRN number.	None	5 Minutes	<i>Administrative Staff</i> ARD-ARP
5. Submit the application with OR and ARP stub	5. Issue blank SRC with ECC-B and record in the logbook.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
6. Proceed to the Alien Registration Division-	6. Process the manual fingerprinting of the applicant with signature (on the	None	10 Minutes	<i>Fingerprint Operator</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Biometrics Section (ARD-BS).	application, SRC with ECC-B, Fingerprint Chart and Index Card).			
7. Submit the accomplished/ completed application for encoding/ preparation of SRC with ECC-B	7. Issue the claim stub. Encode the applicant's information, attach photo, proofread and affix initial on the SRC with ECC-B.	None	1 Day	<i>Staff and Registration Officer</i> ARD-CS
	7.1 Forward the application to ARD-BS at Room 214.	None	10 Minutes	<i>Administrative Staff</i> ARD-CS
	7.2 Verify the identity record, classify the fingerprints, record in the index card, and affix initials.	None	2 Days	<i>Fingerprint Examiner</i> ARD-BS
	7.3 Review the application and affix the initial.	None	1 Hour	<i>Acting Chief</i> ARD-CS
	7.4 Final Review of the Deputy Chief and Approval of the Chief of ARD	None	2 Days	<i>Deputy Chief and Chief</i> Alien Registration Division (ARD)
8. Present the claim stub on the scheduled release date.	8. Transmit the approved application from ARD-Proper Ground Floor to CS Room 210.	None	10 Minutes	<i>Administrative Staff</i> ARD-Proper
	8.1 Release the SRC with ECC-B.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
	TOTAL	Php550.00	5 Days, 2 Hours, 10 Minutes	



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

ACR I-Card registration of aliens with:

- (i) Refugees visa (Section 47B);
- (ii) Filipino Veterans of World War II who acquired American citizenship (RA 7837).

Office or Division:	ARD- Certificate Section (ARD-CS)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens granted with non-BOC approved visa (Sec.47B, RA 7837)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly filled-out BI FORM 2014-08-006 Rev 0	ARD Certificate Section, Room 210 window
	2. Passport Bio page, visa implementation and latest admission with valid authorized stay (if applicable for Section 47(b) (1 photocopy)	Applicant
	3. Document vesting visa: <ul style="list-style-type: none"> a. DOJ Order for Sec.47B b. Commissioner/Associate Commissioner's Order of approval granting RA 7837 visa 	<ul style="list-style-type: none"> ▪ Sec.47B visa from DOJ ▪ RA 7837 visa from BI A Certified-True-Copy can be secured at 3/F Records Section
	4. Order of Exemption of ACR I-Card fees approved by the BI Commissioner	(i) BI Commissioner's Office at 2/F, (ii) ARD Certificate Section Room 210 window



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, and encode applicant's information (name, date of birth, nationality, sex, visa and passport information) to generate new I-Card application number. Provide annotation on the application, as deemed necessary. 2.1 Sign the Checklist of Requirements.	None	15 Minutes	<i>Registration Officer</i> ARD-CS
3. Proceed to the Alien Registration Division-Biometrics Section (ARD-BS) for capturing of the biometric information.	3. Process the capturing of applicant's biometric information (photograph, fingerprints and signature).	None	5 Minutes	<i>Fingerprint Operator</i> ARD-BS
4. Submit the application for Data Encoding.	4. Receive the application for data encoding in the ACR I-Card system and issue the applicant's claim stub.	None	1 Day	<i>Data Encoder</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1 Review the application.	None	1 Hour	<i>Acting Chief</i> ARD-CS
	4.2 Final Review by the Deputy Chief and Approval by the Chief of ARD	None	2 Days	<i>Deputy Chief and Chief</i> Alien Registration Division (ARD)
	4.3 Transmit the total number of applications to the Property Management Section (PMS). PMS issues blank card to the office of Data Trail Inc.	None	2 Hours	<i>Administrative Staff</i> ARD-Proper <i>Administrative Staff</i> Property Management Section
	4.4 Print the ACR I-cards.	None	3 Days	<i>Administrative Staff</i> Data Trail Inc.
	4.5 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit	None	1 Hour	<i>Administrative Staff</i> Data Trail Inc.
	4.6 Check the list in the transmittal and receive the printed card	None		<i>Administrative Staff</i> ARD ACR I-Card Releasing Unit
5. Present claim stub to claim the ACR I-Card.	5. Release the ACR I-Card to the applicant.	None	5 Minutes	<i>Administrative Staff</i> ARD ACR I-Card Releasing Unit
	TOTAL	None	6 Days, 4 Hours, 30 Minutes	

6. Issuance of Order of Exemption

Exemption from payment of ACR I-Card fees issued in favor of aliens with Sec.47B visa or RA 7837 visa.

Office or Division:	ARD - Certificate Section (ARD-CS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens granted with non-BOC approved visa (Sec.47B, RA 7837)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. For Sec. 47B: Indorsement by the Department of Justice (DOJ) For RA 7837: Certified True Copy of paper-based ACR, ICR and RA 7837 Order	Sec.47B from DOJ; RA 7837 from 3/F Records Section secure Certified-True-Copy of paper-based ACR, ICR and RA 7837 order
2. Photocopy of passport bio page, visa implementation and latest admission with valid authorized stay (1 photocopy) If applicable for Sec.47B	Applicant
3. Commissioner-Approved Order	Office of the BI Commissioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Follow-up at ARD-CS.	1. Receive the DOJ Indorsement of Sec.47B visa with Commissioner approved Order.	None	15 Minutes	<i>Administrative Staff</i> ARD-CS
	1.1 Docket the application per applicant.	None	15 Minutes	<i>Administrative Staff</i> ARD-CS
	1.2 Forward the documents to the Acting Chief of Certificate Section	None	15 Minutes	<i>Administrative Staff</i> ARD-CS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Assign the application to a Registration Officer.	None	15 Minutes	<i>Acting Chief ARD-CS</i>
	1.4 Prepare the Order of Exemption and sign the document.	None	30 Minutes	<i>Registration Officer ARD-CS</i>
	1.5 Review and sign the document	None	30 Minutes	<i>Acting Chief ARD-CS</i>
	1.6 Final review by the Deputy Chief and Approval by the Chief of ARD	None	1 Day	<i>Deputy Chief and Chief Alien Registration Division (ARD)</i>
2. Claim the Order of Exemption and other attached documents.	2. Release the Order of Exemption and all the attachments. Note: Record the proof of receipt in the logbook.	None	5 Minutes	<i>Administrative Staff ARD-CS</i>
	TOTAL	None	1 Day, 2 Hours and 5 Minutes	

7. Issuance of Paper-Based Alien Certificate of Registration (ACR)

Paper-based registration of aliens with Sec.47a2 visa Exempt from payment of immigration fees.

Office or Division:	ARD - Certificate Section (ARD-CS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with Sec. 47a2 visa Exempt from payment of immigration fees.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out Alien Registration Form No.1 (Revised Form July 2000)		ARD Certificate Section, Room 210 window
2. Indorsement for 47a2 by the DOJ		Department of Justice
3. Passport bio-page, visa implementation and latest admission with valid authorized stay (1 photocopy)		Applicant
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.		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS
2. Submit the filled-out application form and documentary requirements.	2. Receive the application. Evaluate the application for completeness and discrepancies To sign Checklist of Requirements.	None	5 Minutes	<i>Administrative Staff</i> ARD-CS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Assign the application to the Registration Officer.	None	5 Minutes	<i>Acting Chief</i> ARD-CS
	2.2 Check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS). Sign the checklist of requirements.	None	5 Minutes	<i>Registration Officer</i> ARD-CS
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Form: Php50.00 Express Lane Fee (ELF): Php500.00	10 Minutes	<i>Cashier</i> Cash Section
4. Proceed to the Alien Registration Division (ARD) for Alien Registration Program (ARP) capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and issue ARP stub with SSRN number.	None	5 Minutes	<i>Administrative Staff</i> ARD-ARP
5. Submit the application with OR and ARP stub.	5. Issue blank ACR and record in logbook.	None	5 minutes	<i>Administrative Staff</i> ARD-CS
6. Proceed to the Alien Registration Division-Biometrics Section (ARD-BS).	6. Process the manual fingerprinting of the applicant with signature. (On the application, ACR, Fingerprint Chart and Index Card).	None	(Note: For manual fingerprinting of the applicants at the BI Support office, the	<i>Fingerprint Operator</i> ARD-BS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>Note: Some applicants request for manual fingerprinting to be done at a BI Subport office near their place of assignment. Upon approval of the request, the forms are sent to the specified BI Subport, and returned afterwards to BI Main office to complete the process of registration.</i>		transmittal and return of the documents from BI Main to BI Subport office may vary)	
7. Submit the accomplished application for processing of ACR.	7. Issue the claim stub. Encode the applicant's information, attach photo, proofread and affix initial on the ACR.	None	1 Day	<i>Staff and Registration Officer ARD-CS</i>
	7.1 Forward the application to ARD-BS at Room 214.	None	10 Minutes	<i>Administrative Staff ARD-CS</i>
	7.2 Verify the identity record, classify the fingerprints, record in the index card, and affix initials.	None	2 Days	<i>Fingerprint Examiner ARD-BS</i>
	7.3 Review the application and affix the initial.	None	1 Hour	<i>Acting Chief ARD-CS</i>
	7.4 Final Review of the Deputy Chief and Approval of the Chief of ARD	None	2 Days	<i>Deputy Chief and Chief Alien Registration Division (ARD)</i>
	7.5 Transmit the approved application from ARD-Proper Ground Floor to CS Room 210.	None	10 Minutes	<i>Administrative Staff ARD-Proper</i>
8. Present the claim stub to claim the ACR.	8.1 Release the ACR to the applicant.	None	5 Minutes	<i>Administrative Staff ARD-CS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	Php550.00	5 Days, 2 Hours, 5 Minutes	

8. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) Permanent resident visa (except native-born visa),
- (ii) Temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	ARD - Certificate Section (ARD-CS)		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Window 5	
2. Original ACR I-Card		Applicant	
3. Photocopy of passport Bio page, visa implementation and latest admission with valid authorized stay (1 photocopy)		Applicant	



<p>4. Additional Requirements:</p> <p>A. Letter request for early renewal or explanation for late renewal</p> <p>B. For a Lost ACR I-Card:</p> <ul style="list-style-type: none"> (i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application <p>C. For Amendment/s:</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (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 ▪ Citizenship/Nationality: 	<p>A. From applicant</p> <p>B. Lost ACR I-Card</p> <ul style="list-style-type: none"> (i) Applicant (ii) Applicant, notary service available outside of Bureau (iii) Nearest Police Station where lost occurred (iv) ARD Biometrics Section (ARD-BS) <p>C. Amendment/s</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (i) Issuing Court (ii) PSA (iii) From applicant, notary service available outside of Bureau (iv) ARD Biometrics Section ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) From applicant
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<ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. Passport, Travel document) (ii) Affidavit of Change of Citizenship/Nationality ▪ Civil Status: <ul style="list-style-type: none"> (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) (ii) Affidavit of Change of Civil Status ▪ Address: <ul style="list-style-type: none"> (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii) Affidavit of Change of Address D. For a Damaged ACR I-Card: <ul style="list-style-type: none"> (i) Original ACR I-Card (to be surrendered) (ii) Official receipts of payment for applicable fees (iii) Photocopy of valid passport bio page and passport pages bearing the visa implementation 	<ul style="list-style-type: none"> (ii) From applicant, notary service available outside of Bureau ▪ Civil Status: <ul style="list-style-type: none"> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) From applicant, notary service available outside of Bureau ▪ Address: <ul style="list-style-type: none"> (i) LGU of applicant's place of residence (ii) From applicant, notary service available outside of Bureau D. Damaged ACR I-Card: <ul style="list-style-type: none"> (i) From applicant (ii) Cashier window Nos.13-16, secure assessment of fees at Window 5 prior to payment (iii) From applicant, Photocopier service available at G/F Canteens for Xerox of applicant's documents
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(non-immigrant) and/or latest arrival stamp (tourist)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 Minutes	<i>Registration Officer / Immigration Officer ARD-CS</i>
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to Window 5 after payment of fees.	None	15 Minutes	<i>Registration Officer ARD-CS</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Sign the Checklist of Requirements.			
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	10 Minutes	<i>Cashier</i> Cash Section
4. Proceed to the Alien Registration Division-Biometrics Section (ARD-BS) for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	5 Minutes	<i>Fingerprint Operator/Fingerprint Examiner</i> ARD-BS
5. Submit the application for blocking of ACR I-Card	5. Implement the amendment/s, block the existing ACR I-Card in the system, provide annotation on the application, as deemed necessary and issue claim stub.	None	10 Minutes	<i>Registration Officer</i> ARD-CS
	5.1 Review the application.	None	1 Hour	<i>Acting Chief</i> ARD-CS
	5.2 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None	2 Days	<i>Deputy Chief and Chief</i> Alien Registration Division (ARD)
	5.3 Transmit the total number of approved applications to the Property Management Section. Property	None	1 Hour	<i>Administrative Staff</i> ARD-Proper



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Management Section issues blank Card to Data Trail Inc., Office.			
	5.4 Print the ACR I-cards.	None	3 Days	<i>Administrative Staff</i> Data Trail, Inc.
	5.5 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit.	None	1 Hour	<i>Administrative Staff</i> Data Trail, Inc.
	5.6 Check the list in the transmittal and receive the printed card.	None		<i>Administrative Staff</i> ARD ACR I-Card Releasing Unit
6. Present claim stub to claim ACR I-Card	Release ACR I-Card to subject.	None	5 Minutes	<i>Administrative Staff</i> Alien Registration Division (ARD)
	TOTAL		5 Days, 3 Hours, and 50 Minutes	

A	<p>For Lost ACR I-Card: ACR I-Card fee Express Lane fee (a) with <i>system generated</i> CRTV/CRTS/CRTT/CRPE/NBCR/ICR ▪D.O. CRTV/CRTS/CRTT/CRPE/NBCR/ICR ▪ACR Fee ▪Legal Research fee ▪Express Lane fee (b) with <i>paper-based</i> CRTV/CRTS/CRTT/CRPE/NBCR/ICR ▪D.O. CRTV/CRTS/CRTT/CRPE/NBCR/ICR</p>	<p>USD \$20.00 (BSP Forex Rate) P1,000.00 P1,000.00 P1,000.00 P 20.00 P1,000.00</p>
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	<ul style="list-style-type: none"> ▪Legal Research fee ▪Express Lane fee 	P1,000.00 P 10.00 P1,000.00
B	with Amendment/s: <ul style="list-style-type: none"> ▪Amendment fee/item ▪Administrative Fine/month if applicable ▪Administrative Fine/year if applicable 	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: <ul style="list-style-type: none"> ▪ACR I-Card fee ▪Express Lane fee 	US \$20.00 (BSP Forex Rate) P 500.00
D	For Renewal of ACR I-Card: <ul style="list-style-type: none"> ▪ACR I-Card fee ▪Express Lane fee 	US \$50.00 (BSP Forex Rate) P 500.00
E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor below 14 yrs of age)	P1,510.00 P1,010.00



**ALIEN REGISTRATION DIVISION-CONSOLIDATED
GENERAL APPLICATION FORM UNIT (ARD-CGAF UNIT)**
External Services



1. Issuance of ACR I-Card (New)

Office or Division:	Alien Registration Division - Consolidated General Application Form Unit (ARD-CGAF Unit)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (i) 9G (Working/Missionary) (ii) 9D-Treaty Trader; (iii) TRV (Temporary Resident Visa; (iv) 13A Probationary; (v) 13A-Amendment to Permanent; (vi) 13G; (vii) 13C; (viii) MCL-07-021 Probationary; (ix) MCL-07-021 Permanent; (x) Sec13-Quota; (xi) SVEG; (xii) 13B; and (xiii) 13E	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Public Information Assistance Unit (PIAU)
2. Photocopy of passport Bio page, visa implementation page and latest admission (1 photocopy)		Applicant
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub at Windows 3 or 4)	1. Final review of ACR I-Card Application upon receipt of CGAF from Biometrics Section.	None	2 Minutes	<i>Reviewer</i> ARD-CGAF Unit
	1.1 Encode and prepare transmittal of reviewed CGAF to the Records Section.		1 Minute	<i>Staff/Job Order</i> ARD-CGAF Unit
	1.2 Verify, Approve, and Sort ACR I-Card application based on the approved BOC agenda.		3 Days	<i>Chief</i> ARD
	1.3 Print the ACR I-Card.		5 Minutes	<i>Administrative Staff</i> Window 43, Data Trail, Inc.
	1.4 Release the ACR I-Card.		5 Minutes	<i>Administrative Staff</i> Alien Registration Division (ARD) Windows 3 or 4
	TOTAL	None	3 Days and 13 Minutes	



2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Alien Registration Division - Consolidated General Application Form Unit (ARD-CGAF Unit)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (i) 9G (Working/Missionary); (ii) 9D-Treaty Trader; (iii) TRV-Temporary Resident Visa; (iv) 13A Amendment to Permanent; (v) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	Public Information Assistance Unit (PIAU)	
2. Passport Bio page, visa implementation page and latest admission (1 photocopy)	Applicant	
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	Cashier	
4. Additional Requirements: A. For a Lost ACR I-Card: (i) Affidavit of Loss (1 copy) (ii) Police Report B. For Amendment/s: ▪ Name (i) Court Order (if applicable) (1 copy)	A. Lost ACR I-Card (i) Notary Public (ii) Philippine National Police (PNP) B. Amendment/s ▪ Name/DOB: (i) Court	



<ul style="list-style-type: none"> ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. Passport, Travel document) (1 copy) ▪ Civil Status: <ul style="list-style-type: none"> (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) (1 copy) ▪ Address: <ul style="list-style-type: none"> (i) Certificate of Residence from the Barangay Captain. 	<ul style="list-style-type: none"> ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) Court ▪ Civil Status: <ul style="list-style-type: none"> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents; or Report of marriage where the marriage took place ▪ Address: <ul style="list-style-type: none"> (i) LGU of applicant's place of residence (Office of the Barangay)
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (applicant must present the visa implemented on passport, claim stub, and	1. Final review of ACR I-Card Application upon receipt of CGAF from Biometrics Section.	None	2 Minutes	<i>Reviewer</i> ARD-CGAF Unit



old ACR I-Card at Windows 3 or 4)				
	1.1 Verify, approve, and sort ACR I-Card application based on the approved BOC agenda.	None	3 Days	<i>Chief</i> Alien Registration Division (ARD)
	1.2 Print the ACR I-Card.	None	5 Minutes	<i>Administrative Staff</i> Window 43, Data Trail Inc.
	1.3 Release the ACR I-Card.	None	5 Minutes	<i>Administrative Staff</i> Alien Registration Division (ARD) Windows 3 or 4
	TOTAL	None	3 Days and 12 Minutes	



ALIEN REGISTRATION DIVISION- BIOMETRICS SECTION (ARD-BS)

External Services

1. Issuance of Identification Certificate (IC) by Naturalization

Identification Certificate issued to individual Naturalized as citizen of the Philippines

Office or Division:	Alien Registration Division - Biometrics Section (ARD-BS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Naturalized Filipino by: Court, Congress, Presidential Decree and By Marriage	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Alien Certificate of Registration Identity Card (ACR I-Card), Immigrant Certificate of Residence (ICR) or Native Born Certificate of Residence (NBCR)	Applicant	
2. Proof of renouncing foreign citizenship (such as photocopy of cancelled valid foreign passport)	Applicant	
3. 2x2 Picture (6 pcs) with white background and no eye glasses	Applicant	
4. Photocopy of proof of payment for issuance of Identification Certificate / cancellation of alien registry and arrears if applicable for violation of RA 562, as amended.	Charges fees assessed by Central Receiving Unit (CRU) when applicant applied for cancellation of alien registry by naturalization	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Received from the Office of the Commissioner (OCOM) the Order of cancellation of alien registry for issuance of Identification Certificate	None	3 Minutes	<i>Administrative Staff</i> ARD-BS (Room 214)
None	2. Prepare notice of compliance for the applicant.	None	30 Minutes	<i>Registration Officer</i> ARD-BS <i>Administrative Staff</i> Records Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Forward the Personal Record (PR) folder of the applicant to the Record Section for safekeeping with Notice of Compliance for mailing	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
1. Present the notice of compliance and all the required documents.	4. Borrow the PR folder of the subject in the Records Section.	None	2 Hours	<i>Registration Officer</i> ARD-BS
None	5. Issue Form No. 2 (Fingerprint Chart), index card and the Identification Certificate Form.	None	5 Minutes	<i>Fingerprint Operator</i> ARD-BS
2. Fill-out the Fingerprint Chart form and affix the signature in the Identification Certificate and index card.	6. Process the manual fingerprinting of the applicant and issue the claim stub.	None	13 Minutes	<i>Fingerprint Operator</i> ARD-BS
None	7. Encode the data and print the Identification Certificate/s and cancel ACR I-Card or ACR/NBCR.	None	1 Hour	<i>Registration Officer</i> ARD-BS
None	8. Record the applicant's information in the index card, classify the fingerprint chart, affix the stamp and signature (applicant is	None	1 Day	Fingerprint Examiner ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verified as one and the same person on the printed Identification Certificate).			
None	9. Review /Affix initial on the IC.	None	2 Days	<i>Acting Chief</i> ARD-BS
None	10. Forward the document to the Alien Registration Division (ARD)- Proper for final review and initial of the ARD Chief.	None	2 Days	<i>Staff</i> ARD-BS <i>Chief</i> Alien Registration Division (ARD)
None	11. Approve the Identification Certificate.	None	5 Days	Deputy Commissioner
None	12. Forward the signed Identification Certificate to ARD-BS.	None	5 Minutes	<i>Administrative Staff</i> Office of the Deputy Commissioner
None	13. Notify the applicant via email or text on the release of the approved IC.	None	15 Minutes	<i>Administrative Staff</i> ARD-BS
3. Present the claim stub on the scheduled release date and sign in the logbook.	14. Release the identification certificate.	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
	TOTAL	None	10 Days, 4 Hours, 31 Minutes	

2. Issuance of Identification Certificate (IC) by Naturalization pursuant to RA 9139

Identification Certificate (IC) issued to individual with Naturalized as citizen of the Philippines under R.A. no. 9139

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	Naturalized Filipino Citizen pursuant to RA 9139 (Granted By SOLGEN)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Alien Certificate of Registration Identity Card (ACR I-Card), Immigrant Certificate of Residence(ICR) or Native Born Certificate of Residence	Applicant		
2. Proof of renouncing foreign citizenship (such as photocopy of cancelled valid foreign passport.	Applicant		
3. Pictures 6 pcs 2 x 2 with white background and no eye glasses	Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Order of cancellation of alien registry for issuance of identification Certificate received from OCOM.	None	3 Minutes	<i>Administrative Staff</i> ARD-BS (Room 214)
None	2. Prepare notice of compliance for the subject	None	30 Minutes	<i>Registration Officer</i> in Room 214 and <i>Administrative staff</i> in

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Record Section authorized to retrieve the PR
None	3. Forward the Personal Record (PR) folder of the applicant to the Record Section for safekeeping with Notice of Compliance for mailing	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
1. Present the notice of compliance and all the required documents.	4. Borrow the PR folder of the subject in the Records Section.	None	2 Hours	<i>Registration Officer</i> ARD-BS
None	5. Assess the fees and issue Order of Payment Slip (OPS). <i>Note: Arrears may be assessed/charge if applicable for any violation of RA 562, as amended</i>	None	5 Minutes	<i>Assessor</i> ARD-BS
2. Present the OPS to cashier for payment.	6. Issue the Official Receipt.	For Cancellation of Alien Registration Fees Cancellation Fee: Php500.00	10 Minutes	<i>Cashier</i> Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): Php10.00 Express Lane Fee (ELF): Php500.00 For Issuance of Identification Fees Application Fee: Php1,000.00 Implementation Fee: Php5,000.00 Identification Certificate Fee: Php3,000.00 Legal Research Fee (LRF): Php30.00 Express Lane Fee (ELF):		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php500.00		
3. Submit the official receipt	7. Issue Alien Registration (AR) Form No. 2 (Fingerprint Chart) , index card and Identification Certificate	None	3 Minutes	<i>Fingerprint Operator</i> ARD-BS
4. Fill-out the Fingerprint Chart form and affix the signature in the Identification Certificate and index card.	8. Process the manual fingerprinting of the applicant and issue the claim stub.	None	13 Minutes	<i>Fingerprint Operator</i> ARD-BS
None	9. Encode the data and print the Identification Certificate/s and cancel ACR I-Card or ICR/NBCR	None	1 Hour	<i>Registration Officer</i> ARD-BS
None	10. Record the applicant's information in the index card, classify the fingerprint chart, affix the stamp and signature (applicant is verified as one and the same person	None	1 Day	<i>Fingerprint Examiner</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	on the printed Identification Certificate).			
None	11. Review /Affix initial on the IC.	None	2 Days	<i>Acting Chief</i> ARD-BS
None	12. Forward the document to the Alien Registration Division (ARD)-Proper for final review and initial of the ARD Chief.	None	2 Days	<i>Administrative Staff</i> ARD-BS <i>Chief</i> ARD
None	13. Approve the Identification Certificate.	None	5 Days	Deputy Commissioner
None	14. Forward the signed Identification Certificate to ARD-BS.	None	5 Minutes	<i>Administrative Staff</i> Office of the Deputy Commissioner
None	15. Notify the applicant via email or text on the release of the approved IC.	None	15 Minutes	<i>Administrative Staff</i> Data Trail, Corp.
5. Present the claim stub on the scheduled release date and sign in the logbook.	16. Release the identification certificate.	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
TOTAL		Php10,540.00	10 Days, 4 Hours, 44 Minutes	

3. Issuance of Identification Certificate (IC) with Affirmation Order from the Department of Justice

Identification Certificate (IC) issued to individual Recognized as citizen of the Philippines as 1935, 1973 and 1987 Philippine Constitution

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	Recognized Filipino Citizen By Birth, Delayed Election, Derivative Naturalization and Naturalized By Marriage	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Original Alien Certificate of Registration Identity Card (ACR I-Card) and Immigrant Certificate of Residence (ICR) (For Derivative naturalization, naturalized by marriage and delayed election)	Applicant
	2. Pictures 6 pcs 2 x 2 with white background and no eye glasses	Applicant
	3. Photocopy of proof of payment for issuance of Identification Certificate / and cancellation of alien registry and arrears if applicable for violation of RA 562, as amended (for Derivative Naturalization and Naturalization by Marriage)	Charges of fees assessed by Central Receiving Unit (CRU) when applicant applied for recognition and or cancellation of alien registry by delayed election, derivative naturalization and by marriage. Charges for arrears for violation of RA 562, as amended assessed by ARD-Biometrics Section Registration Officer (Rm 214)
	4. For naturalized Filipino citizen by marriage in addition to checklist of requirement number 1, a proof of renouncing foreign citizenship such as photocopy of cancelled valid foreign passport.	Applicant
<i>(Note: Additional fees will be charged if applicable for any violation of RA 562, as amended)</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive the Department Of Justice-Affirmation Order (affirming the Filipino citizenship) <i>Note: Forwarded by the Central Receiving Unit (CRU)</i>	None	3 Minutes	<i>Administrative Staff</i> ARD-BS
None	2. Prepare notice of compliance for the applicant.	None	30 Minutes	<i>Registration Officer</i> ARD-BS <i>Administrative Staff (authorized to retrieve Personal Record folder)</i> Records Section
None	3. Forward the Personal Record (PR) folder of the applicant to the Record Section for safekeeping with Notice of Compliance for mailing	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
1. Present the notice of compliance and all the required documents.	4. Borrow the PR folder of the subject in the Records Section.	None	2 Hours	<i>Registration Officer</i> ARD-BS
None	5. Issue Form No. 2 (Fingerprint Chart), index card and the Identification Certificate Form.	None	5 Minutes	<i>Fingerprint Operator</i> ARD-BS
2. Fill-out the Fingerprint Chart form and affix the signature in the Identification	6. Process the manual fingerprinting of the applicant and issue the claim stub.	None	13 Minutes	<i>Fingerprint Operator</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Certificate and index card.				
None	7. Encode the data and print the Identification Certificate/s.	None	1 Hour	<i>Registration Officer</i> ARD-BS
None	8. Record the applicant's information in the index card, classify the fingerprint chart, affix the stamp and signature (applicant is verified as one and the same person on the printed Identification Certificate).	None	1 Day	<i>Fingerprint Examiner</i> ARD-BS
None	9. Review /Affix initial on the IC.	None	2 Days	<i>Acting Chief</i> ARD-BS
None	10. Forward the document to the Alien Registration Division (ARD)-Proper for final review and initial of the ARD Chief.	None	2 Days	<i>Administrative Staff</i> ARD-BS <i>Chief</i> ARD
None	11. Approve the Identification Certificate.	None	5 Days	Deputy Commissioner
None	12. Forward the signed Identification Certificate to ARD-BS.	None	5 Minutes	<i>Administrative Staff</i> Office of the Deputy Commissioner
None	13. Notify the applicant via email or text on the release of the approved IC.	None	15 Minutes	<i>Administrative Staff</i> ARD-BS
3. Present the claim stub on the scheduled release date and sign in the logbook.	14. Release the identification certificate.	None	10 Minutes	<i>Administrative Staff</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	None	10 Days, 4 Hours, 31 Minutes	

4. Biometrics Capturing

Foreign nationals applying for visa shall provide their fingerprint, image and signature thru electronic-based method.

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	(1) Applicants applying for Visa Conversion including Voluntary Registrants (Balikbayans, and those under Special Laws); (2) Applicants with Visas Granted by the Philippine Embassies (3) Tourist Visa holder exceeding 59 days of stay in the country (4) Applicants for Re-Registration (5) Applicants for renewal of ACR i-Card under Permanent Residence status (6) Applicants for amendment of Name or Date of Birth		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled up ACR I-Card Consolidated General Application Form	Public Information and Assistance Unit (PIAU)		
2. Photocopies of : (i) Passport Bio page (For Indian nationals, in addition to passport biopage, a photocopy of passport back page); (ii) Latest arrival and departure; (iii) Latest visa extension; and (iv) Proof of payment	Applicant		

3. Photocopy of Alien Employment Permit (AEP) and ITR for applicants applying for working visa under Sec. 9(g), in addition to numbers 1 and 2 checklist of requirements,	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out ACR I-card Application form.	1. Receive the completely filed-out ACR I-card application/s.	None	2 Minutes	<i>Administrative Staff</i> ARD-BS (Window 1 and 2)
None	2. Encode the received applications.	None	5 Minutes	<i>Data Encoder/Staff</i> ARD-BS
None	3. Forward the encoded folders to Biometrics Section staff.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
2. Retrieve / receive the encoded folder in Room 214 on the biometric capturing scheduled date.	4. Release the encoded CGAF ACR I-Card applications to the applicant and/or to the accredited travel agent.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS (Rm 214)
3. Submit the encoded ACR I-Card application form in Windows 42 and/or 44	5. Receive the application and process the biometric capturing.	None	5 Minutes	<i>Fingerprint Examiner</i> Windows 42 and or 44
None	6. Issue claim stub to the applicant.	None	1 Minute	<i>Fingerprint Examiner</i> Windows 42 and or 44
None	7. Evaluate the ACR I-Card applications with captured	None	1 Day	<i>Registration Officer</i> ARD-BS



	biometrics and prepares transmittal to ARD-CGAF Unit.		
	TOTAL	None	1 Day and 23 Minutes

5. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Online Registration Reference Number (https://e-services.immigration.gov.ph)	Applicant	
2. Original ACR I-Card and/or ACR Paper-based	Applicant	
3. Original Passport	Applicant	
Note: <i>For dispute purposes, applicant may present Official Receipts of previous annual report payments</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 11.	1. Assess the fees and issue the Order of Payment Slip.	None	5 Minutes	<i>Registration Officer ARD-BS, Room 214</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php300.00 Legal Research Fee (LRF): Php10.00 Note: Administrative fine of Php200.00 per month but not exceeding of Php2,000.00 per year and MR fee amounting to Php1,010.00 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 Minutes	Cashier Cash Section
TOTAL		Php310.00 (if no violation of Sec. 10)	15 Minutes	

5.1 Conduct of Remote/Mobile Annual Report (AR)

Upon approval of the written request pertaining to the conduct of Remote/Mobile AR, the Alien Registration Division-Biometrics Section (ARD-BS) will coordinate with the Liaison Officers/Representatives in-charge for the venue and preferred schedule of the approved Remote/Mobile AR consistent with Operations Order No. 2022-001 entitled *2023 Annual Report Guidelines, as amended*.

Office or Division:	ARD-BS	
Classification:	Simple Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public	
Who may avail:	All registered foreign nationals with ACR I-Card and/or Paper-based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved written request		ARD
Note: Valid passport with appropriate latest admission pursuant to Operations Order No. 2022-001-A entitled “ <i>Revised 2023 Annual Report Guidelines</i> ”, retrievable in this link: https://immigration.gov.ph/wp-content/uploads/2023/11/OpOrder_2022-001-A.pdf		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally appear before the Registration Officer and/or valid passport with appropriate latest admission and Official Receipt(s) for Annual Report Arrears, if applicable. Note: For dispute purposes, applicant may present Official Receipts (O.R.) of previous annual report payments	1. Assess the eligibility of the subject for AR and conduct photo capturing for issuance of Order of Payment Slip (OPS).	None	3 Minutes	<i>Biometrics Officer</i> ARD-BS
None	2. Issuance of Official Receipt (O.R.)	PHP 310 - AR Fee PHP 500 - Express Lane Fee	2 Minutes	<i>Cashier</i>
TOTAL		PHP 310 - AR Fee	5 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 500 - Express Lane Fee		

5.2 Conduct of AR at Robinsons Place Manila and SM Mall of Asia

Pursuant to Section 6 of Operations Order No. 2022-001 entitled *2023 Annual Report Guidelines, as amended*, the 2023 Bureau of Immigration Annual Report shall be held at Robinson's Place, Manila (2nd level, Center Atrium, in front of Robinson's Department Store) and at the Government Service Express Unit 231, SM Mall of Asia, Pasay City, both from 9 AM to 6 PM, Mondays thru Fridays from 01 January to 01 March except Holidays.

Office or Division:	Alien Registration Division-Biometrics Section (ARD-BS)		
Classification:	Simple Transaction		
Type of Transaction:	G2C - for government services whose client is the transacting public		
Who may avail:	All registered foreign nationals with ACR I-Card and/or Paper-based		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE
1. Original valid Alien Certificate of Registration and Identity Card (ACR I-Card) of card holders or original paper-based ACR			Applicant
Note: Valid passport with appropriate latest admission pursuant to Operations Order No. 2022-001-A entitled " <i>Revised 2023 Annual Report Guidelines</i> ", retrievable in this link: https://immigration.gov.ph/wp-content/uploads/2023/11/OpOrder_2022-001-A.pdf			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally submit the checklist of requirements to the assessor and/or valid passport with appropriate latest admission and Official Receipt(s) for Annual Report Arrears, if applicable.	1. Assess the submitted requirements, photo capture the subject and issue Order of Payment Slip (OPS).	None	6 Minutes	Biometrics Officer ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Note: For dispute purposes, applicant may present Official Receipts (O.R.) of previous annual report payments.				
None	2. Issue Official Receipt (O.R.)	PHP 300 - AR Fee PHP 10 - Legal Research Fee (LRF) <i>Note: Admin fine of PHP 200 per month but not exceeding of PHP 2,000 per year for failure to pay the AR for the first sixty (60) days of every calendar year pursuant to R.A. 562, Section 10, as amended.</i>	2 Minutes	Cashier Cash Section
TOTAL		PHP 300 - AR Fee PHP 10 - LRF	8 Minutes	

6. Virtual Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	All registered foreign nationals with ACR I-Card present in the Philippines during the Annual Report Period
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original Alien Certificate of Registration Identity Card (ACR I-Card)	BI, ARD
2. Original passport of the applicant or an affidavit to secure passport	Embassy / Country of Origin
3. Registered electronic mail (e-mail)	Preferred e-mail platform of the applicant
4. Registered E-services Account	https://e-services.immigration.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph	1. Validate the information provided by the client.	None	1 Minute	System Automated

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>then click “Annual Report”. An instruction and information pop-up box will appear then click “Proceed”. Accomplish all the required (*) fields of information and then click “Submit”. Set up an appointment by selecting the transaction for annual report and preferred date and time for annual report interview.</p>	<p><i>Note: Information provided by the client should be the exact match of records reflected in the ACR I-Card System. A system message regarding an invalid or wrong input on a specific field will pop-up and the application will not proceed.</i></p>			
	<p>1.1. Generate a Reference Number, interview link, and instructions during the interview for the Virtual Annual Report via Google Meet together with the automated assessed fees.</p>			
<p>2. Click on the generated virtual interview link and present requirements on the date and time of the appointment.</p>	<p>Conduct of Virtual Reporting via Google Meet (Interview)</p> <p>2.1. Manage queuing.</p>	None	2 Minutes	Queuing Manager
<p>Present Official Receipts of previous Annual Report payments, if there is a dispute on unpaid Annual Report.</p>	<p>2.2. Ascertain the identity of the reportee, latest travel as arrival, fees, and check completeness of the presented requirements.</p>	None	5 Minutes	Registration Officer ARD
<p>3. Receive Order of Payment Slip (OPS) via e-mail</p>	<p>3. Generate the OPS and transmit via e-mail.</p>	None	1 Minute	System Automated



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	4. Redirect to a third-party payment portal.	Annual Report Fee: Php 300.00 Legal Research Fee (LRF): Php 10.00 Express Lane Fee (ELF): Php 500.00 <i>Note: Administrative fine of Php 200.00 per month but not exceeding Php 2,000.00 per year for failure to pay the Annual Report for the first 60 days of every calendar year pursuant to Section 10 of RA 562, as amended.</i>	1 Minute	System Automated
TOTAL:		Php 810.00 <i>(if no violation of Sec. 10 of RA 562 and exclusive of online payment aggregator and bank/e-wallet charges)</i>	10 Minutes	

7. Issuance of Certificate for Registered and Non-Registered Aliens

Certification issued to foreign nationals which states the he/she is a registered or non-registered alien.

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)	
Classification:	Complex Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All registered Aliens and those Individuals needing a Certification of No Record as Registered Foreigner/Alien	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Request		Applicant
2. Photocopies of any of the following: (i) Passport Bio page; (ii) ID issued by the government; and (iii) Birth Certificate		Applicant
3. Special Power of Attorney (SPA) for representative		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents.	1. Receive the letter request and notate on applicant's receiving copy to follow up via call after two (2) working days in ARD-BS (Room 214).	None	3 Minutes	<i>Administrative Staff Central Receiving Unit (CRU)- Window 21</i>
	1.1 Transmit the letter request to ARD-BS.	None	3 Minutes	<i>Liaison Officer CRU</i>
	1.2 Receive the letter request	None	3 Minutes	<i>Administrative Staff ARD-BS</i>
	1.3 Verify the records in the ARD database, index card and archived record on files.	None	2 Days	<i>Administrative Staff and Fingerprint Examiner ARD-BS</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Check the e-mail for notification.	2. Notify the applicant via email, SMS or call to proceed to Room 214 for the issuance of OPS for the certification fee.	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
3. Claim the Order Payment Slip (OPS).	3. Issue the OPS.	None	5 Minutes	Registration Officer
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt.	Certification Fee: Php500.00 Legal Research Fee (LRF): Php10.00 Express Lane Fee (ELF): Php500.00	10 Minutes	<i>Cashier</i> Cash Section
5. Submit the OR to ARD-BS.	5. Receive the OR and issue the claim stub.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
	5.1 Prepare the certification of verification result.	None	20 Minutes	<i>Fingerprint Examiner</i> ARD-BS
	5.2 Review/evaluate and countersign the printed certificate then transmit the same to the ARD Proper for signature of the Division Chief.	None	15 Minutes	<i>Acting Chief</i> ARD-BS
	5.3 Approve the certificate.	None	1 Day	<i>Chief</i> ARD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Transmit the approved certificate to ARD-BS for releasing.	None	5 Minutes	<i>Administrative Staff</i> ARD-Proper
	5.5 Receive the approved Certificate.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
6. Present the claim stub and receive the certificate	6. Release the signed certificate.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
TOTAL		Php1,010.00	3 Days, 1 Hour, 29 Minutes	

8. Issuance of ACR I-Card Consolidated General Application Form (CGAF)- Visa Conversion

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)
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Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Applicants who applied for Visa Conversion in BI District/Subport Offices in Visayas and Mindanao	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled up ACR I-Card CGAF Form		Respective BI District/Subport Offices in Visayas and Mindanao that is convenient to the applicant
2. Photocopies of : (i) Passport Bio page (For Indian nationals, in addition to passport bio page, a photocopy of passport back page); (ii) Latest arrival and departure; (iii) Latest visa extension; and (iv) Proof of payment of registration and ACR I-card fee		Applicant
3. Photocopies of Alien Employment Permit (AEP) and ITR for applicants applying for working visa under Sec. 9(G), in addition to numbers 1 and 2 checklist of requirements		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. BI District /Subport Offices transmit the CGAF ACR I- Card applications filed in their respective Offices to BI Main Office ARD-BS via courier.	None	Within 72 hours once ACR I-Card applications received	<i>Alien Control Officers (ACOs)</i> Concerned BI Offices
None	2. Receive the ACR I-Card applications from Subport Offices via courier	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
None	3. Encode the applications received.	None	5 Minutes	<i>Data encoder Administrative</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Review the encoded CGAF ACR I-Card applications	None	1 Day	<i>Registration Officer/s</i> ARD-BS
None	5. Transmit the reviewed CGAF ACR I-Card application to ARD-CGAF Unit for monitoring purposes.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
None	6. Approve the printing of ACR I-Card within 3 to 5 working days upon receipt of the approved agenda of visa conversion from the Office of the Board Secretary (OBS).	None	5 Days	<i>Chief</i> ARD
None	7. Transmit the total number of approved ACR I-Card applications to the Property Management Section (PMS) and Data Trail Inc., Office	None	5 Minutes	<i>Administrative Staff</i> ARD-Proper
None	8. Issue blank ACR I-Card to Data Trail, Inc. by the Property Management Section	None	15 Minutes	<i>Administrative Staff</i> Property Management Section
None	9. Print the approved ACR I-Card	None	5 Minutes	<i>Administrative Staff</i> Data Trail, Inc.
None	10. Forward the printed ACR I-card to ARD Releasing Officer	None	5 Minutes	<i>Administrative Staff</i> Data Trail, Inc.
None	11. Release and transmit the printed ACR I-Card to Sub port Offices via 2Go.	None	2 Hours	<i>Releasing Officer</i> Alien Registration Division <i>Administrative Staff</i> Data Trail, Inc.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				*Courier 2Go
	TOTAL	None	7 Days	

9. Renewal of ACR I-Card CGAF (Visa Extension)

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)		
Classification:	Complex Transaction		
Type of Transaction:	Government To Government (G2G)		
Who may avail:	Applicants who applied for Visa Extension in BI District/Subport Offices in Visayas and Mindanao		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled up ACR I-CARD CGAF Form	Respective BI District/Subport Offices in Visayas and Mindanao that is convenient to the applicant		
2. Photocopies of : (i) Passport Bio page (For Indian nationals, in addition to passport bio page, a photocopy of passport back page); (ii) Latest arrival and departure; (iii) Latest visa extension; and (iv) Proof of payment of registration and ACR I-Card fee	Applicant		
3. Photocopy of Alien Employment Permit (AEP) and ITR for applicants applying for working visa under Sec. 9(g), in addition to numbers 1 and 2 checklist of requirements	Applicant		
4. For applicants with amendment of address additional requirements of: (i) Barangay Certificate; and (ii) Affidavit of change of address.	Barangay where the applicant is residing (for Barangay Certificate)		

<p>5. For applicants with amendment of civil status additional requirements of :</p> <ul style="list-style-type: none"> (i) PSA Marriage Certificate and or Family Registry; (ii) Death Certificate; and (iii) Affidavit of change of civil status 	<p>PSA Office and each respective Embassy</p>
<p>6. For applicants with amendment of date of birth additional requirements of :</p> <ul style="list-style-type: none"> (i) PSA Birth Certificate and or Birth Certificate issued Abroad need to be authenticated by Philippine Embassy; and (ii) Affidavit of one and the same person 	<p>PSA Office and each respective Embassy</p>
<p>7. For applicants with amendment of nationality additional requirements of :</p> <ul style="list-style-type: none"> (i) Photocopy of valid new passport representing the new nationality; and (ii) Affidavit of amendment of nationality and one and the same person 	<p>Applicant</p>
<p>8. For applicants with amendment of Name additional requirements of :</p> <ul style="list-style-type: none"> (i) PSA Birth Certificate and or Court Order; (ii) Family Registry; (iii) Photocopy of Passport biopage indicating the amended name; and (iv) Affidavit of one and the same person 	<p>PSA Office and each respective Embassy</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Transmit the CGAF ACR I- Card applications filed in the respective BI	None	Within 72 hours once ACR I-Card	<i>Alien Control Officers (ACOs)</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	District /Subport Offices to the BI Main Office ARD-BS via courier.		applications received	Concerned BI Offices
None	2. Receive the ACR I-Card applications from Subport Offices via courier	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
None	3. Encode the applications received.	None	5 Minutes	<i>Data encoder/staff</i> ARD-BS
None	4. Review the encoded CGAF ACR I-Card applications	None	1 Day	<i>Registration Officer/s</i> ARD-BS
None	5. Transmit the reviewed CGAF ACR I-Card application to ARD-CGAF Unit for monitoring purposes.	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
None	6. Approve the printing of ACR I-Card within 3 to 5 working days upon receipt of the approved agenda of visa conversion from the Office of the Board Secretary (OBS).	None	5 Days	<i>Chief</i> ARD
None	7. Transmit the total number of approved ACR I-Card applications to the Property Management Section (PMS) and Data Trail Inc., Office	None	5 Minutes	<i>Administrative Staff</i> ARD-Proper
None	8. Property Management Section issues blank ACR I-Card to Data Trail Inc., Office	None	15 Minutes	<i>Administrative Staff</i> Property Management Section
None	9. Print the approved ACR I-Card	None	5 Minutes	<i>Administrative Staff</i> Data Trail Inc.
None	10. Forward the printed ACR I-card to ARD Releasing Officer	None	5 Minutes	<i>Administrative Staff</i> Data Trail Inc.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	11. Release and transmit the printed ACR I-Card to Sub port Offices via 2Go	None	2 Hours	Releasing Officer ARD Administrative Staff Data Trail Inc. *Courier 2Go
TOTAL		None	7 Days	

10. Renewal of ACR I-Card Applications (Non-CGAF)

Office or Division:	Alien Registration Division- Biometrics Section (ARD-BS)		
Classification:	Complex Transaction		
Type of Transaction:	Government To Government (G2G)		
Who may avail:	Aliens With Permanent Visa (Immigrant) Residing In Visayas And Mindanao		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled up ACR I-CARD Application Form (BI Form 2015-08-002 Rev 0)	Respective BI District/Subport Offices in Visayas and Mindanao t		
2. Photocopies of : (i) Passport Bio page; (ii) Latest arrival and departure; (iii) Visa implementation; and (iv) Proof of payment of ACR I-Card renewal	Applicant		
3. For applicants with amendment of address additional requirements of: (i) Barangay Certificate; and (ii) Affidavit of change of address	Barangay where the applicant is residing (for Barangay Certificate)		

<p>4. For applicants with amendment of civil status additional requirements of:</p> <ul style="list-style-type: none"> (i) PSA Marriage Certificate and or Family Registry; (ii) Death Certificate; and (iii) Affidavit of change of civil status 	<p>PSA Office and each respective Embassy</p>
<p>5. For applicants with amendment of date of birth additional requirements of:</p> <ul style="list-style-type: none"> (i) PSA Birth Certificate and or Birth Certificate issued Abroad need to be authenticated by Philippine Embassy; and (ii) Affidavit of one and the same person 	<p>PSA Office and each respective Embassy</p>
<p>6. For applicants with amendment of nationality additional requirements of :</p> <ul style="list-style-type: none"> (i) Photocopy of valid new passport representing the new nationality; (ii) Affidavit of amendment of nationality and one and the same person 	<p>Applicant</p>
<p>7. For applicants with amendment of Name additional requirements of :</p> <ul style="list-style-type: none"> (i) PSA Birth Certificate and or Court Order; (ii) Family Registry; (iii) Photocopy of Passport bio page indicating the amended name; and (iv) Affidavit of one and the same person 	<p>PSA Office and each respective Embassy</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>None</p>	<p>1. Transmit the CGAF ACR I- Card applications filed at the respective BI District /Subport Offices to the BI Main Office ARD-BS via courier.</p>	<p>None</p>	<p>Within 72 hours once ACR I-Card applications received</p>	<p><i>Alien Control Officers (ACOs)</i> Concerned BI Offices</p>

None	2. Receive the ACR I-Card applications from Subport Offices via courier	None	5 Minutes	<i>Administrative Staff</i> ARD-BS
None	3. Review the ACR I-Card application.	None	10 Minutes	<i>Registration Officer</i> ARD-BS
None	4. Final review of the ACR I-Card application.	None	5 Minutes	<i>Acting Chief</i> ARD-BS
None	5. Prepare the transmittal of the ACR I-Card application to ARD-Proper for final approval of ARD Chief.	None	10 Minutes	<i>Administrative Staff</i> ARD-BS
None	6. Receive the reviewed ACR I-Card application (Non-CGAF).	None	5 Minutes	<i>Administrative Staff</i> ARD-Proper
None	7. Approve the ACR I-Card renewal and printing.	None	1 Day	<i>Chief</i> ARD
None	8. Transmit the total number of approved ACR I-Card applications to the Property Management Section (PMS) and Data Trail Inc., Office	None	5 Minutes	<i>Administrative Staff</i> ARD-Proper
None	9. Issue a blank ACR I-Card by the Property Management Section (PMS) to the Data Trail Inc. Office	None	15 Minutes	<i>Administrative Staff</i> PMS
None	10. Print the approved ACR I-Card	None	5 Minutes	<i>Staff</i> Data Trail, Inc.
None	11. Forward the printed ACR I-card to ARD Releasing Officer	None	5 Minutes	<i>Staff</i> Data Trail, Inc.
None	12. Release and transmit the printed ACR I-Card to Sub port Offices via 2Go	None	2 Hours	<i>Releasing Officer</i> ARD <i>Administrative Staff</i> Data Trail, Inc.



	TOTAL	None	7 Days
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ALIEN REGISTRATION DIVISION-ONE STOP ACTION UNIT (ARD- OSAU)

External Services

1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, Main Lobby	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, Main Lobby	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	ARP Counter, Main Lobby	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Bio page, Latest arrival stamp (1 photocopy each)	Applicant	
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant	
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant	
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>OSAU Staff & Fingerprint Examiner</i> ARP Counter G/F
2. Secure the Order of Payment Slip (OPS).	2. Transmit the ECC/CE application by the OSAU staff at the Alien Registration Program (ARP) Counter, for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessor</i> Window 6-10 G/F
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
4. Submit the Official Receipt (OR)	4. Receive the OR and issue claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff- OSAU</i> Window 9-10
	4.1 For Fingerprint Verification, OSAU staff encodes and prints the ECC/CE for review of the OSAU Chief.	None		<i>Fingerprint Examiner/ ECC Typist</i> ARD- OSAU <i>Chief</i> ARD- OSAU
	4.2 Final review and approval	None	1 Day	<i>ARD Deputy Chief and</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				ARD Chief
4. Present the claim stub	5. Release the approved ECC/CE	None	3 Minutes	Receiving/Releasing Staff Window 9-10
	TOTAL		3 Days, 38 Minutes	

Transaction for Adult with Previous Extensions or Updates
Emigration Clearance Certificate (Php700.00) + LRF (Php10.00)
ACR Fee (Php1,000.00) + LRF (Php10.00)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php1,400.00) + LRF (Php10.00)
Express Lane Fee (Php500.00), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php500.00)
ACR Fee (Php1,000.00) + ECC (Php700.00) + NBCR Fee (Php1,400.00) + LRF (Php30.00) + Express Lane Fee (Php500.00)
Annual Report Fee (Php300.00) + LRF (Php10.00), Administrative fine per month for annual report (upon issuance of foreign passport) - Php200.00 per month but not exceeding of Php2,000.00 per year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php200.00 per month but not exceeding of Php2,000.00 per year



Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

2. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, Main Lobby	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, Main Lobby	
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	ARP Counter, Main Lobby	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant	
6. Passport Bio page, Latest arrival stamp (1 photocopy each)	Applicant	
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant	
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant	
If traveling with parent:	Applicant	
a) Photocopy of parent's passport bio-page;		



b) Duly authenticated Birth Certificate or Affidavit of relationship	
<i>If travelling with legal guardian:</i> a) Photocopy of legal guardian's passport bio page; b) Affidavit of relationship executed by legal guardian; c) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
<i>If travelling alone:</i> a) Unaccompanied passenger certificate from the airline; b) Written parental consent	Parent/Guardian
<i>For native born foreign passport holders with one Filipino parent (initial departure):</i> a) Photocopy of PSA authenticated Birth Certificate of applicant; b) For applicant below 14 years old, photocopy of passport bio page of travelling companion	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>Administrative Staff & Fingerprint Examiner</i> OSAU ARP Counter G/F
2. Secure the Order of Payment Slip (OPS).	2. Transmit the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessor</i> ARD-OSAU Window 6-10 G/F
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the Official Receipt (OR).	4. OSAU staff receives the OR and issues claim stub.	None	1 to 2 days	<i>Receiving/Releasing Staff- Window 9-10</i>
	4.1 For Fingerprint Verification, OSAU staff encodes and prints the ECC/CE for review of the OSAU Chief.	None		<i>Fingerprint Examiner/ ECC Typist ARD- OSAU Chief ARD- OSAU</i>
	4.2 Final review and approval.	None	1 day	<i>Deputy Chief and Chief ARD</i>
5. Present the claim stub.	5. Release the approved ECC/CE.	None	3 Minutes	<i>Receiving/Releasing Staff Window 9-10</i>
	TOTAL		3 Days and 38 Minutes	



Transaction for Minor with Previous Extensions or Updates
Certificate of Exemption (Php200.00) + LRF (Php10.00)
A-Cert Fee (Php500.00) + LRF (Php10.00)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php1,400.00) + LRF (Php10.00)
Express Lane Fee (Php500.00), <i>if all fees paid</i>
Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php500.00)
A-Cert Fee (Php500.00) + Certificate of Exemption (Php200.00) + LRF (Php20.00) + Express Lane Fee (Php500.00)
Annual Report Fee (Php300.00) + LRF (Php10.00) + Administrative fine per month for annual report (upon issuance of foreign passport) - Php200.00 per month but not exceeding of Php2,000 per year
Administrative fine per month for late registration (upon issuance of foreign passport) - Php200.00 per month but not exceeding of Php2,000.00 per year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

3. ACR I-Card Cancellation

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	Holders of ACR I-Card with downgraded visa, left for good, deceased, visa forfeiture or visa canceled, arrived with tourist visa and arrived with other visas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for Cancellation of ACR I-Card (2 copies)	Applicant
2. Original ACR I-Card (to be surrendered), or Affidavit of Loss in case of lost ACR I-card	
3. Photocopy of ACR I-Card (front and back portion) (2 photocopy)	
4. Passport bio page of applicant (2 photocopy)	
5. Official Receipt of applicable fees (1 photocopy)	
Additional Requirements:	
A. Downgrading Order, if visa downgraded (1 photocopy)	
B. Order of Visa Forfeiture/Visa Cancellation, if visa is forfeited or cancelled (1 photocopy)	
C. Photocopy of Latest departure/arrival stamp, if applicant left for good and ACR I-Card has already expired.	
D. Death Certificate, as applicable	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1. Receive, evaluate the documentary requirements and issues the Order of Payment Slip (OPS).	None	15 Minutes	<i>Receiving/Releasing Staff Window 9, 10 G/F</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR)	. Application Fee: Php500.00 Legal Research Fee (LRF): Php10.00 Express Lane Fee (ELF): Php500.00 and other applicable fees.	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Proceed to CRU for submission of request for ACR I-Card Cancellation.	3. Receive the application for I-Card cancellation.	None	5 Minutes	<i>Administrative Staff</i> Central Receiving Unit (CRU)- Window 21 G/F
	3.1 Endorse the application to ARD-OSAU.	None	1 Day	<i>Administrative Staff</i> Central Receiving Unit (CRU)
	3.2 Recommend the cancellation of ACR I-Card in the ARD database system.	None	1 Day	<i>Registration Officer</i> ARD-OSAU
	3.3 Approve the cancellation of ACR I-Card in the ARD database system.	None	2 Days	<i>Chief</i> ARD
	TOTAL	None	4 Days and 30 Minutes	

4. Renewal of ACR I-Card without Amendment

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)		
Classification:	Complex Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may avail:	Holders of ACR I-Card without Amendments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished application form (BI Form 2015-08-002 Rev 0) (1 copy)		Applicant	
2. Original ACR I-Card (to be surrendered)			
3. Passport bio page, visa implementation page and latest admission with valid authorized stay (1 photocopy each)			
Additional Requirements:			
A. For Immigrant Visa Holder: Photocopy of Board of Commissioners (BOC) Approval (1 photocopy)			
B. For Special Non-Immigrant Holder, endorsement from the Department of Justice or Visa Approval Order (1 photocopy)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements. <i>Note: Application must be fastened in a long folder</i>	1. Receive the application, check the derogatory record of applicant; and issue the Order of Payment Slip (OPS). Note: Notify the applicant of the lacking document/s, if any.	None	15 Minutes	<i>Registration Officer Window 8 G/F</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	ACR I-Card Fee: 50 USD (BSP Forex Rate) Express Lane Fee (ELF): Php500.00 See below table for other applicable fees	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Submit the application and O.R. to the Alien Registration Division -Biometrics Section (ARD-BS) for biometrics capturing.	3. Verify the identity as one and the same person via digitized cross-matching and then photo re-capturing.	None	5 Minutes	<i>Administrative Staff</i> Window 44 G/F or <i>Administrative Staff</i> ARD-BS
4. Submit the application for issuance of Claim Stub	4. Receive the application and issue a claim stub. Block and recommend the application in the ACR I-Card System and transmit the same to OSAU Admin staff.	None	10 Minutes	<i>Registration Officer/</i> <i>Administrative Staff</i> Window 5 G/F
	4.1 Internal verification and further evaluation of application.	None	1 Day	<i>Administrative Staff</i> ARD-OSAU
	4.2 Review and recommend for approval of the application.	None	1 Hour	<i>Chief</i> ARD-OSAU
	4.3 Final Review and Approval	None	2 Days	<i>Deputy Chief and Chief</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				ARD
	4.4 Transmit the total number of approved applications to the Property Management Section (PMS). PMS issues blank Card to Data Trail Inc., Office	None	3 Hours	<i>Administrative Staff</i> ARD-Proper
	4.5 Print the ACR I-cards.	None	3 Days	<i>Administrative Staff</i> Data Trail, Inc.
	4.6 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit.	None	1 Hour	<i>Administrative Staff</i> Data Trail Inc.
5. Present the claim stub and claim the ACR I-Card.	5. Release the ACR I-Card	None	3 Minutes	<i>Administrative Staff</i> ARD- ACR I-Card Releasing Unit - Window 4 G/F
	TOTAL		6 Days, 5 Hours, 40 Minutes	

ACR I-Card Fee	BSP Forex Rate 50 USD + Express Lane Fee (ELF) Php500.00
ACR Replacement	Php1,000.00 + Legal Research Fee (LRF) Php10.00 + Express Lane Fee (ELF) Php500.00 – <i>if applicable</i>
ACR I-Card Fine	Php2,000.00 – <i>if applicable</i>
Annual Report	Php300.00 + Legal Research Fee (LRF) Php10.00
Re-Registration (reaching 14 y/o)	

ACR Fee Php1,000.00 + Legal Research Fee (LRF) Php10.00 + ICR Fee Php1,400.00 + Head Tax Php250.00 + Administrative Fine Php200.00 per month but not exceeding of Php2,000.00 per year

5. Issuance of ACR I-Card (Voluntary)

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Complex Transaction	
Type of Transaction:	G2G- Government to Government, G2B- Government to Business, and G2C- Government to Citizen	
Who may avail:	Foreigners granted visa but are exempted for registration under special laws such as Sec. 47(a)(2) exempt, SIRV, SRRV, BOI, Ecozone and those admitted under RA6768 (Balikbayan).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner through the Chief of Alien Registration Division stating the purpose for application.		Applicant
2. Duly accomplished application form (BI Form 2014-08-006 Rev 0)		Applicant
3. Photocopy of passport's data-page, passport page bearing the visa implementation and latest admission with authorized stay (1 photocopy).		Applicant
4. Photocopy of Identification (ID) card from the concerned agency (i.e. PRA, BOI, PEZA, CEZA, etc.), if applicable (1 photocopy)		Applicant
5. For applicants with Balikbayan (RA6768) admission, Marriage Certificate or Birth Certificate of Filipino spouse (1 photocopy)		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements. <i>Note: Application must be fastened in a long folder</i>	1. Receive and evaluate the completeness of the duly accomplished application form and documentary requirements, check the derogatory record of applicant and issue Order of Payment Slip (OPS).	None	15 Minutes	<i>Registration Officer</i> Window 5 G/F
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	ACR I-Card Fee: 50 USD (BSP Forex Rate) Express Lane Fee (ELF): Php500.00 ACR Fee: Php1,000.00 Legal Research Fee (LRF): Php10.00 If applicable	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Submit the OR.	3. Receive the application for data encoding in the ACR I-Card system and generation of application number.	None	15 Minutes	<i>Registration Officer</i> Window 5 G/F



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the application with OR to ARD-Biometrics Section (ARD-BS) for biometric capturing and data encoding.	4. Require the applicant to proofread the encoded information, ask to sign, affix fingerprint and perform the photo capturing and issue claim stub.	None	5 Minutes	<i>Fingerprint Examiner Window 44 G/F</i>
	4.1 Receive the application for data encoding in the ACR I-Card System.	None	1 Day	<i>Administrative Staff ARD-BS</i>
	4.2 Transmit the application to ARD-OSAU for review of the Acting Chief.	None	1 Hour	<i>Administrative Staff ARD-OSAU</i>
	4.3 Final Review and Approval.	None	2 Days	<i>Deputy Chief and Chief ARD</i>
	4.4 Transmit the total number of approved applications to the Property Management Section (PMS) and Data Trail Inc., Office	None	3 Hours	<i>Administrative Staff ARD-Proper</i>
	4.5 Print the approved ACR I-Card	None	3 Days	<i>Administrative Staff Data Trail Inc.</i>
	4.6 Data Trail transmits the printed ACR I-Cards to ARD Releasing Unit. ARD staff checks the list	None	1 Hour	<i>Administrative Staff Data Trail Inc. Administrative Staff</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	in the transmittal, receives the printed cards and signs Data Trail's transmittal			ARD- ACR I-Card Releasing Unit (Window 4 G/F)
5. Present the claim stub to release the ACR I-Card.	5. Release the ACR I-Card.	None	3 Minutes	<i>Administrative Staff</i> ARD- ACR I-Card Releasing Unit (Window 4 G/F)
	TOTAL		6 Days, 5 Hours, 48 Minutes	

6. Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
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		WHERE TO SECURE
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)	ARP Counter, Main Lobby	
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	Applicant	
3. Passport bio page, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and transmit the same to the assessors at Windows 6-8 for derogatory checking, assessment of fees and issuance of Order of Payment Slip (OPS).	None	10 minutes	<i>Administrative Staff</i> ARD-OSAU <i>Administrative Staff</i> Windows 9-10 G/F
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Refer to the table of fees below	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Submit the OR.	3. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's O.R. the ECC/CE-B number and RP/SRC validity.	None	5 Minutes	<i>Administrative Staff</i> ARD-OSAU (Windows 9-10 G/F)
4. Claim the OR with notation of RP/SRC Validity	4. Release O.R. to the applicant.	None	2 Minutes	<i>Administrative Staff</i> ARD-OSAU (Windows 9-10 G/F)
	TOTAL		27 Minutes (up to 1 day)	

ADULT - RP/SRC (1 YEAR) (ELF)	Php1,400.00 (RP/SRC) + Php700.00 (ECC-B) + Php250.00 (Head Tax) + Php30.00 (LRF) + Php500.00
ADULT - RP/SRC (6 MOS)	Php700.00 (RP/SRC) + Php700.00(ECC-B) + Php250.00 (Head Tax) + Php20.00 (LRF) + Php500.00 (ELF)

MINOR - RP/SRC (1 YEAR)	Php1,400.00 (RP/SRC) + Php200.00 (CE-B) + Php30.00 (LRF) + Php500.00 (ELF)
MINOR - RP/SRC (6 MOS)	Php700.00 (RP/SRC) + Php200.00 (CE-B) + Php20.00 (LRF) + Php500.00 (ELF)

7. ACR I-Card Issuance for ACR Paper-Based Holders (Late Filing for Permanent Residents)

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	Permanent Residents holding an ACR and ICR paper-based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished application form (BI Form 2015-08-006 Rev 0)		Window 5
2. Letter explanation stating reason/s for late filing		Applicant
3. Original ACR (to be surrendered)		
4. Certified True Copy of Immigrant Certificate of Residence (ICR)		
5. Index Card Imaging print-out from Biometrics Section		
6. Valid passport bio page, passport pages bearing the visa implementation and latest admission. In case of new passport, photo copy of summary of latest arrival (1 photocopy)		
7. Certificate of No Travel Record issued by CCS, if no travel		
8. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (2 pieces)		
ADDITIONAL REQUIREMENTS:		
A. In case of lost ACR: <ul style="list-style-type: none"> a) Affidavit of Lost; b) Police Report 		



<p>B. For Amendment/s:</p> <ul style="list-style-type: none"> ▪ NAME: <ul style="list-style-type: none"> a. Court Order (if applicable); b. Amended/Corrected Birth Certificate; and c. Affidavit of Amendment of Name/ Inclusion of Name ▪ ADDRESS <ul style="list-style-type: none"> a. Certificate of Residence from the Barangay Captain; b. Affidavit of Change of Address ▪ CIVIL STATUS <ul style="list-style-type: none"> a. Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/ Divorce Decree); b. Affidavit of Change of Civil Status ▪ CITIZENSHIP <ul style="list-style-type: none"> a. Official document proving Change of Citizenship/Nationality; and b. Affidavit of Change of Citizenship/Nationality 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary	1. Receive, evaluate the completeness and discrepancies of the documents submitted, conduct derogatory	None		<i>Administrative Staff</i> Window 5 G/F

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements in a long folder	checking and issue the Order of Payment Slip (OPS)			
2. Present the OPS to the cashier for payment.	2. Issue Official Receipt (OR).	Refer to the table of fees below	10 Minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Submit the Official Receipt (OR)	3. Receive Official Receipts and prepare Order of Approval for Late Filing.	None		<i>Administrative Staff</i> ARD-OSAU Window 5 G/F
	3.1 Review the Order.	None		<i>Acting Chief</i> ARD-OSAU
	3.2 Internal verification and evaluation of application.	None		<i>Administrative Staff</i> ARD-OSAU
	3.3 Final Review by the Deputy Chief and Recommending Approval by the Chief of ARD.	None		<i>Deputy Chief and Chief</i> ARD
	3.4 Final Approval of the Order.	None		<i>Commissioner</i>
	3.5 Approved Order is transmitted to ARD Proper for resumption of process, data encoding for Generation of Application Number and recommendation in ACR I-Card System.	None		<i>Administrative Staff</i> Data Trail, Inc. G/F
4. Submit the application with O.Rs to Biometrics Section for biometric capturing	4. Ask the applicant to proofread the encoded information, ask the applicant to sign, affix the fingerprint. Process the photo capturing and issue the claim stub.	None		<i>Fingerprint Examiner</i> Window 44 G/F



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1 Receive the application for data encoding in the ACR I-Card System	None		<i>Administrative Staff</i> ARD- FS
	4.2 Transmit the application to OSAU for review of the Chief, ARD-OSAU	None		<i>Administrative Staff</i> ARD- FS
	4.3 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None		<i>Deputy Chief and Chief</i> (ARD)
	4.4 Transmit the total number of approved applications with blank cards to the Data Trail Inc., Office.	None		<i>Administrative Staff</i> ARD-Proper
	4.5 Print the ACR I-cards.	None		<i>Administrative Staff</i> Data Trail Inc.
	4.6 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit. ARD staff checks the list in the transmittal, receives the printed cards and signs Data Trail's transmittal.	None		<i>Administrative Staff</i> ARD- ACR I-Card Releasing Unit (Window 4 G/F)
5. Present claim stub to claim ACR I-Card	5. Release the ACR I-Card	None		ARD- ACR I-Card Releasing Unit Window 4 G/F
	TOTAL		20 Days	



ACR I-Card (50 USD, BSP Forex Rate) + Express Lane Fee (Php 500) ACR Replacement (ACR Fee- Php 1,000) + LRF (Php 10), Express Lane Fee (Php 500)
ACR Replacement (ACR Fee- Php 1,000) + LRF (Php 10), Express Lane Fee (Php 500)
Motion for Reconsideration for Late Filing (Php 500), LRF (Php 10), Express Lane Fee (Php 500)
Admin Fine for Late Filing (Php 2,000)
Motion for Reconsideration for Annual Report (Php 500) + LRF (Php 10) + Express Lane Fee (Php 500), Annual Report (Php 300) + LRF (Php 10), Admin fine Php 200/month but not exceeding of Php 2,000/year
RE REGISTRATION APPLICANTS (reaching 14 years old), if applicable
ACR Fee (Php 1,000) + ICR Fee (Php 1,400) + LRF (Php 20) + Head Tax (Php 250), Admin Fine Php200/month but not exceeding of Php 2,000/year
AMENDMENTS (Name, Change Address, Civil Status, Citizenship), if applicable
Amendment Fee (Php 500) + LRF (Php 10) + Express Lane Fee (Php 500), Admin Fine for change address Php 200/month but not exceeding of Php 2,000/year
LOST ACR , if applicable
Duplicate Original of ACR (Php 1,000), Duplicate Original of ICR (Php 1,000), LRF (Php 20) + Express Lane Fee (Php 1,000)



ALIEN REGISTRATION DIVISION-REGISTRATION SECTION (ARD-RS)

External Services

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

ACR I-Card based registration of an alien child (0-5 years old) born in the Philippines from alien parent/s with permanent resident visa.

Office or Division:	Alien Registration Division- Registration Section (ARD-RS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	An alien child (0-5 years old) born in the Philippines of alien parent/s with permanent resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished ACR I-Card issuance (new) application form no.BI Form 2014-08-006 Rev 0	ARD Registration Section Room 210 window	
2. Original Proof of Birth	Philippine Statistics Authority or Local Civil Registry	
3. (a) Photocopy of valid passport bio page (b) Photocopy of Certification of No Travel Abroad	3a. Applicant 3b. CCS Window at G/F	
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 Section of the ACR/ICR (for paper-based holders)	Records Section	
5. Photocopy of parent's valid passport, ACR I-Card (for new applications) and Affidavit of No Previous Travel Abroad	Applicant's Parents	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application form and general ACR I-Card information	None	5 Minutes	<i>Registration Officer/ Job Order/ Immigration Officer ARD-RS</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the filled-out application form and documentary requirements.	2. Accept the application, checks for any derogatory record, assesses the fees and issues Order of Payment Slip (OPS). Note: Notify the applicant of the lacking document/s, if any.	None	15 Minutes	<i>Registration Officer</i> ARD-RS
3. Present the OPS to Cashier for payment.	3. Issue the Official Receipt (OR).	Please refer to the table of fees below	10 Minutes	<i>Cashier</i> Cash Section
4. Submit the application and Official Receipt	4. Generate the new I-Card application number by encoding applicant's name, DOB, nationality, sex, visa & passport information in the system. Provide annotation on the application, as deemed necessary.	None	10 Minutes	<i>Registration Officer</i> ARD-RS
5. Proceed to Alien Registration Division- Biometrics Section (ARD-BS) for biometrics capturing.	5. Process the capturing of subject's biometric information (photograph, fingerprints and signature).	None	5 Minutes	<i>Fingerprint Examiner</i> ARD-BS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submit the application for Data Encoding.	6. Receive the application for data encoding in the ACR I-Card system and issue the claim stub. 6.1 Transmits the application to Registration Section at Room 210.	None	1 Day	<i>Data Encoder</i> ARD-BS
	6.2 Docket and record the application in the logbook; 6.3 Endorse the application to the Registration Officer for evaluation; 6.4 Prepare and sign the Native Born Order	None	1 Day	<i>Administrative Staff</i> ARD RS <i>Acting Chief</i> ARD RS <i>Registration Officer</i> ARD RS
	6.5 Review the application	None	1 Hour	<i>Acting Chief</i> ARD RS
	6.6 Chief of ARD recommends the approval of the application	None	2 Days	<i>Chief</i> ARD
	6.7 Approve the Native Born Order.	None	7 Days	<i>Commissioner</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.8 Transmit the total number of approved applications to the Property Management Section (PMS). Property Management Section issues the blank Card to Data Trail Inc., Office.	None	2 Hours	<p><i>Administrative Staff</i> ARD-Proper</p> <p><i>Administrative Staff</i> Property Management Section</p> <p><i>Administrative Staff</i> Data Trail, Inc.</p>
	6.9 Print the ACR I-Cards.	None	3 Days	<p><i>Administrative Staff</i> Data Trail, Inc.</p>
	6.10 Data Trail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.	None	1 Hour	<p><i>Administrative Staff</i> Data Trail, Inc.</p> <p><i>Administrative Staff</i> ARD ACR I-Card Releasing Unit</p>
7. Present the claim stub to claim ACR I-Card.	7. Release the ACR I-Card to the applicant.	None	5 Minutes	<p><i>Administrative Staff</i> ARD</p>
	TOTAL		15-20 Days (However, subject to additional 20	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			days under exceptional circumstance as provided under RA 11032 or "The Ease in Doing Business Law")	

ACR I-Card (50 USD, BSP Forex Rate) + Express Lane Fee (Php500.00)
ACR Fee (Php500.00) + LRF (Php10.00) + Express Lane Fee (Php500.00)
For Late Registration
Motion for Reconsideration (Php500.00) + LRF (Php10.00) + Express Lane Fee (Php500.00) + Administrative fine Php200.00 per month but not exceeding of Php2,000.00 per year
For Late Registration
Annual Report (Php300.00) + LRF (Php10.00) + Administrative fine Php200.00 per month but not exceeding of Php2,000.00 per year



2. Renewal/Reissuance of ACR I-Card for Native Born Immigrants

Renewal of expired ACR I-Card of Aliens with Native Born status, Re-issuance of Lost ACR I-Card of Aliens with Native Born status , Re-issuance of ACR I-Card with Amendment/s of Aliens with Native Born status, and Re-issuance of Damaged ACR I-Card of Aliens with Native Born status.

Office or Division:	Alien Registration Division- Registration Section (ARD-RS)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with Native Born status	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished ACR I-Card renewal/ re-issuance application form no.BI FORM 2015-08-002 Rev 0	Registration Section Room 210 window	
2. Original ACR I-Card	Applicant	
3. Original Proof of Birth (for applicants 49 years old and below)	Philippine Statistics Authority or Local Civil Registry	
4. Photocopy of valid passport bio page and latest admission with valid authorized stay.	Applicant	
5. Late/early renewal of application only: Letter request for early renewal or explanation for late renewal.	Applicant	
ADDITIONAL REQUIREMENTS:		
A. For a Lost ACR I-Card: (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	A. Lost ACR I-Card: (i) From the applicant (ii) From the applicant, notary service available outside of Bureau (iii) Nearest Police Station where lost occurred (iv) ARD Biometrics Section	



<p>B. For Amendment/s:</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (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 ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. Passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality ▪ Civil Status: <ul style="list-style-type: none"> (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); (ii) Affidavit of Change of Civil Status ▪ Address: <ul style="list-style-type: none"> (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer 	<p>B. Amendment/s</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (i) Issuing Court (ii) PSA (iii) From applicant, notary service available outside of Bureau (iv) ARD Biometrics Section ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) From applicant (ii) From applicant, notary service available outside of Bureau ▪ Civil Status: <ul style="list-style-type: none"> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) From applicant, notary service available outside of Bureau ▪ Address: <ul style="list-style-type: none"> (i) LGU of applicant's place of residence
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<p>(ii) Affidavit of Change of Address</p> <p>C. For a Damaged ACR I-Card:</p> <ul style="list-style-type: none"> (i) Original ACR I-Card (to be surrendered) (ii) Official receipts of payment for applicable fees (iii) Photocopy of valid passport biopage and passport pages bearing the latest arrival stamp 	<p>(ii) From applicant, notary service available outside of Bureau</p> <p>C. Damaged ACR I-Card:</p> <ul style="list-style-type: none"> (i) From applicant (ii) Cashier window Nos.13-16, secure assessment of fees at ARD Registration Section Room 210 window prior to payment (iii) From applicant, Photocopier service available at G/F Canteens for Xerox of applicants documents
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with checklist of requirements, application form and general ACR I-Card information	None	5 Minutes	<i>Registration Officer/ Job Order/ Immigration Officer</i> ARD-RS
2. Submit the filled-out application form and documentary requirements.	<p>2. Evaluate the application for completeness and discrepancies, check for derogatory record, assess the fees and issue Order of Payment Slip (OPS).</p> <p>Note: Advise re-registration applicants only, to return to window RS Registration Officer after payment of fees.</p> <p>To sign Checklist of Requirements.</p>	None	15 Minutes	<i>Registration Officer</i> ARD-RS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to Cashier for payment.	3. Issue the Official Receipt (OR).	None	10 Minutes	<i>Cashier</i> Cash Section
4. Proceed to Alien Registration Division-Biometrics Section (ARD-BS) for capturing of biometric information.	4. Process the capturing of subject's biometric information (photograph, fingerprints, and signature) and conducts identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	5 Minutes	<i>Fingerprint Operator/Fingerprint Examiner</i> ARD-BS
5. Submit the application for Blocking of ACR I-Card	5. Implement the amendment/s, blocks the existing ACR I-Card in the system, write/sign on the application portion for derogatory and recommendation, and issue claim stub.	None	10 Minutes	<i>Registration Officer</i> ARD-RS
	5.1 Review the application.	None	1 Hour	<i>Acting Chief</i> ARD-RS
	5.2 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None	2 Days	<i>Deputy Chief and Chief</i> Alien Registration Division (ARD)
	5.3 Transmit the total number of approved applications to the Property Management Section (PMS). Property Management Section issues blank Card to Data Trail Inc., Office.	None	2 Hours	<i>Administrative Staff</i> ARD-Proper <i>Administrative Staff</i> Property Management Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Administrative Staff</i> Data Trail, Inc.
	5.4 Print the ACR I-Cards.	None	3 Days	<i>Administrative Staff</i> Data Trail, Inc.
	5.5 Data Trail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal	None	1 Hour	<i>Administrative Staff</i> Data Trail, Inc. <i>Administrative Staff</i> ARD ACR I-Card Releasing Unit
6. Present the claim stub to claim ACR I-Card	6. Release the ACR I-Card to the applicant.		5 Minutes	<i>Administrative Staff</i> ARD
	TOTAL		7 Days	

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>
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B	For with Amendment/s: ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: ▪ACR I-Card fee ▪Express Lane fee	US \$20.00 (BSP Forex Rate) <u>P 500.00</u>
D	For Renewal of ACR I-Card: ▪ACR I-Card fee ▪Express Lane fee	US \$50.00 (BSP Forex Rate) <u>P 500.00</u>
F	Re-registration fees (upon reaching 14 years of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
G	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00



ALIEN REGISTRATION DIVISION-REVIEW & INSPECTION UNIT (ARD-RIU)

External Services

1. Motion for Reconsideration

It is the legal remedy given to aliens whose ACR I-card applications were dismissed (without prejudice) for breach of any provisions of THE ALIEN REGISTRATION ACT OF 1952 as amended, its implementing rules and regulations, the completeness rule and other related issuances. Said Motion for Reconsideration must be filed within the reglementary period provided for in the Notice of Dismissal, that is, 10-15 days from receipt of the Order of Dismissal. However, no Motion for Reconsideration shall be entertained for applications dismissed WITH PREJUDICE except those with approved resolutions or orders from the Commissioner or Board of Commissioners, as the case may be.

1.1 Motion for Reconsideration (MR) of Dismissed ACR I-Card not requiring the Commissioner's Approval

Office or Division:	Alien Registration Division- Review and Inspection Unit (ARD-RIU)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications due to violation of BI Memorandum Circular RADJR-2012-10, Sec. 4 or the Completeness Rule	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished General Application Form/Renewal Form, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit	
2. Duly Notarized Letter for Motion for Reconsideration	Applicant	
3. Photocopy of Alien Employment Permit (AEP), as applicable	Department of Labor and Employment (DOLE)	
4. Latest arrival stamp and departure	Applicant	
5. Barangay Certificate/ Clearance, as applicable	Barangay Hall	
6. Police Clearance, as applicable	PNP Station	
7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	Applicant	
8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI - Records Section	
9. Proof of payment for ACR I-card cancellation fees, as applicable	Official receipt issued by Cashier	
10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier	



11. Photocopy of TIN ID, as applicable	Bureau of Internal Revenue
12. Photocopy of ID of liaison officer/accredited representative	Client/ Accredited Representative
13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority
14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Applicant/ BI- Records Section
15. Special Power of Attorney (SPA), as applicable	Applicant being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> ARD
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	MR FEE: Php500.00 Legal Research Fee (LRF): Php10.00 Express Lane Fee (ELF): Php500.00	10 Minutes	<i>Cashier</i> Cash Section
3. Submit the MR and other documentary requirements to the	3. Receive and transmit the MR to ARD-Proper for appropriate action	None	1 Day	<i>Administrative Staff</i> Central Receiving Unit (CRU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Central Receiving Unit (CRU)				
	3.1 Transmit the MR to ARD-RIU.	None	2 Hours	<i>Administrative Staff</i> ARD-Proper
	3.2 Receive, record in the database and request the application folder of the applicant with dismissed/denied ACR I-Card from the Records Section.	None	1 Hour	<i>Review Officer</i> ARD- RIU
	3.3 Transmit the requested application folder to ARD-RIU.	None	1 Day	<i>Administrative Staff</i> Records Section
	3.4 ARD-RIU staff endorses the application to the Review Officer for preparation of NWR/ Resolution (includes request for supporting documents and verifications, as deemed necessary)	None	2 Days	<i>Review Officer</i> ARD- RIU
	3.5 Review the NWR/Resolution.	None	2 Hours	<i>Unit Head</i> ARD- RIU
	3.6 Approve/disapprove the NWR/Resolution.	None	1 Day	<i>Chief</i> ARD
4. Receive the Resolution on the Motion for Reconsideration.	4. Notify the applicant of conditions imposed on the approved applications, if any.	None	1 day	<i>Reviewer</i> ARD- RIU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	Php1,010.10	6 Days, 5 Hours and 15 Minutes	

1.2 Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner's Approval.

Office or Division:	Alien Registration Division- Review and Inspection Unit (ARD-RIU)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Aliens with dismissed ACR I-Card applications due to violation of RA 562		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished General Application Form/Renewal Form, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit		
2. Duly Notarized Letter for Motion for Reconsideration	Applicant		
3. Photocopy of Alien Employment Permit (AEP), as applicable	Department of Labor and Employment (DOLE)		
4. Latest arrival stamp and departure	Applicant		
5. Barangay Certificate/ Clearance, as applicable	Barangay Hall		
6. Police Clearance, as applicable	PNP Station		
7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	Applicant		
8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI - Records Section		
9. Proof of payment for ACR I-card cancellation fees, as applicable	Official receipt issued by Cashier		
10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier		
11. Photocopy of TIN ID, as applicable	Bureau of Internal Revenue		



12. Photocopy of ID of liaison officer/accredited representative	Client/ Accredited Representative
13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority
14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Applicant / BI- Records Section
15. Special Power of Attorney (SPA), as applicable	Applicant being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> ARD
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	MR Fee: Php500.00 LRF: Php10.00 ELF: Php500.00 Other Fees/Fines, if any: Change of address/civil	10 Minutes	<i>Cashier</i> Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		status: Php200.00 per month or Php2,000.00 per year Refiling fees: \$50 + Php500.00 Late payment of Renewal: Php2,000.00 Annual Report: Php200.00 per month or Php2,000.00 per year Re-Registration fine: Php200.00 per month		
3. Proceed to the Registration Officer.	3. Amend the address or civil status, as deemed necessary.	None	5 Minutes	<i>Registration Officer</i> ARD
4. Submit the MR and other documentary requirements to the Central Receiving Unit (CRU)	4. Receive and transmit the MR to ARD- Proper for appropriate action	None	1 Day	<i>Administrative Staff</i> CRU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1 Transmit the MR to ARD-RIU.	None	2 Hours	<i>Administrative Staff</i> ARD-Proper
	4.2 Receive, record in the database and request the application folder of the applicant with dismissed/denied ACR I-Card from the Records Section.	None	1 Hour	<i>Review Officer</i> ARD- RIU
	4.3 Transmit the requested application folder to ARD-RIU.	None	1 Day	<i>Administrative Staff</i> Records Section
	4.4 Endorse the application by the ARD-RIU staff to the Review Officer for preparation of NWR/ Resolution (includes request for supporting documents and verifications, as deemed necessary).	None	3 Days	<i>Review Officer</i> ARD- RIU
	4.5 Review the NWR/Resolution.	None	2 Hours	<i>Unit Head</i> ARD- RIU
	4.6 Recommend the approval/disapproval of the MR through NWR/Resolution.	None	1 Day	<i>Chief</i> ARD
	4.7 Forward to OCOM for the Commissioner's approval or disapproval of the recommendation.	None	1 Day	<i>Administrative Staff</i> ARD Proper



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Forward the approved/disapproved NWR/Resolution to ARD or Legal Division.	None	1 Day	<i>Administrative Staff</i> Office of the Commissioner
None	3. Notify the applicant on the action taken and further require the payment of fees, as applicable.	None	1 Day	<i>Review Officer</i> ARD- RIU
	TOTAL		9 Days, 5 Hours and 20 Minutes	

1.3 Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner’s Approval (Involving Native Born Applications from Intel Division)

Office or Division:	Alien Registration Division- Review and Inspection Unit (ARD-RIU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Duly accomplished General Application Form/Renewal Form, <i>as applicable</i>	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit
2.	Duly Notarized Letter for Motion for Reconsideration	Applicant
3.	Photocopy of Alien Employment Permit (AEP), <i>as applicable</i>	Department of Labor and Employment (DOLE)
4.	Latest arrival stamp and departure	Applicant
5.	Barangay Certificate/ Clearance, <i>as applicable</i>	Barangay Hall
6.	Police Clearance, <i>as applicable</i>	PNP Station
7.	Affidavit of Loss/ Change of address/status/ nationality, <i>as applicable</i>	Applicant



8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI - Records Section
9. Proof of payment for ACR I-card cancellation fees, as applicable	Official receipt issued by Cashier
10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier
11. Photocopy of TIN ID, as applicable	Bureau of Internal Revenue
12. Photocopy of ID of liaison officer/accredited representative	Client/ Accredited Representative
13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority
14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Applicant/ BI- Records Section
15. Special Power of Attorney (SPA), as applicable	Applicant being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>**Intelligence Division forwards the reports/documents/application requested to the ARD-Proper.</i>	None	1 Day	<i>Administrative Staff Intelligence Division</i>
1. File the Motion for Reconsideration (MR) and other attached documentary requirements.	1. Receive all the documents.	None		<i>Administrative Staff Intelligence Division</i>
2. Pay the MR fees and other applicable fees/fine/penalties at the Cashier	2. ARD Proper forwards the documents to ARD-RIU.	None	1 Day	<i>Administrative Staff ARD-Proper</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the MR and documentary requirements to the Central Receiving Unit (CRU)	3. Assign the documents to the Review Officer for recommendation.	None	4 Days	<i>Review Officer</i> ARD-RIU
4. Receive the Resolution on the Motion for Reconsideration	4. Request for application folder/supporting documents from Records section	None	1 Day	<i>Administrative Staff</i> ARD-RIU <i>Administrative Staff</i> Records Section
	4.1 Forward the recommendation of ARD-RIU to ARD-RS	None	1 Day	<i>Review Officer</i> ARD-RIU
	4.2 Registration Section forwards to ARD proper for approval of recommendation and notification to subject. *Assessment of fees/fine/penalties, if any	MR Fee: Php500.00 LRF: Php10.00 ELF: Php500.00 Other Fees/Fines, if any: Change of address/civil status: Php200.00 per	1 day	<i>Registration Officer</i> ARD-RS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		month or Php2,000.00 per year Refiling fees: \$50 + Php500.00 Late payment of Renewal: Php2,000.00 Annual Report: Php200.00 per month or Php2,000.00 per year Re-registration Fine: Php200.00 per month		
	4.3 ARD to notify subject	None		
	*RIU reviewer shall attached a pre-drafted notification to the recommendation.	None		
	4.4 ARD proper will designate signatory for the notification.	None		
	TOTAL		8 Days	

1.4 Motion for Reconsideration of Dismissed ACR I-Card Not Requiring Commissioner's Approval (For reactivation of deactivated ACR I-Card)

Office or Division:	Alien Registration Division- Review and Inspection Unit (ARD-RIU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished General Application Form/Renewal Form, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit	
2. Duly Notarized Letter for Motion for Reconsideration	Applicant	
3. Photocopy of Alien Employment Permit (AEP), as applicable	Department of Labor and Employment (DOLE)	
4. Latest arrival stamp and departure	Applicant	
5. Barangay Certificate/ Clearance, as applicable	Barangay Hall	
6. Police Clearance, as applicable	PNP Station	
7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	Applicant	
8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI - Records Section	
9. Proof of payment for ACR I-card cancellation fees, as applicable	Official receipt issued by Cashier	
10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier	
11. Photocopy of TIN ID, as applicable	Bureau of Internal Revenue	
12. Photocopy of ID of liaison officer/accredited representative	Applicant/ Accredited Representative	
13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority	
14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Applicant/ BI- Records Section	

15. Certificate of no record of visa downgrading and cancellation, as applicable	Immigration Regulation Division
16. Special Power of Attorney (SPA), <i>as applicable</i>	Client being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> ARD
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR)	MR Fee: Php500.00 LRF: Php10.00 ELF: Php500.00	10 Minutes	<i>Cashier</i> Cash Section
3. Submit the MR and other documentary requirements to the Central Receiving Unit (CRU)	3. Receive and transmit the MR to ARD-Proper for appropriate action.	None	1 Day	<i>Administrative Staff</i> CRU
None	4. ARD-RIU staff endorses the application to the Review Officer for preparation and recommendation for approval/disapproval of NWR/ Resolution (including request for	None	1 Day	<i>Review Officer</i> ARD-RIU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certification of No Record of Downgrading or Cancellation of Visa from Immigration Regulation Division).			
4. Claim the Resolution	5. Release the Resolution.	None	2 Hours	<i>Administrative Staff ARD-RIU</i>
	TOTAL	Php1,010.00	2 Days, 2 Hours and 15 Minutes	

2. Dismissed ACR I-Card Application from the Intelligence Division (All Visas Except Native Born Applications)

Office or Division:	Alien Registration Division- Review and Inspection Unit (ARD-RIU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly accomplished General Application Form/Renewal Form, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit
	2. Duly Notarized Letter for Motion for Reconsideration	Applicant
	3. Photocopy of Alien Employment Permit (AEP), as applicable	Department of Labor and Employment (DOLE)
	4. Latest arrival stamp and departure	Applicant
	5. Barangay Certificate/ Clearance, as applicable	Barangay Hall
	6. Police Clearance, as applicable	PNP Station
	7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	Applicant
	8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI - Records Section
	9. Proof of payment for ACR I-card cancellation fees, as applicable	Official receipt issued by Cashier
	10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier
	11. Photocopy of TIN ID, as applicable	Bureau of Internal Revenue
	12. Photocopy of ID of liaison officer/accredited representative	Applicant/ Accredited Representative
	13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority
	14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Applicant/ BI- Records Section
	15. Special Power of Attorney (SPA), as applicable	Applicant being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>**Intelligence Division forwards the reports/documents/application requested to the ARD-Proper.</i>	None	1 Day	<i>Administrative Staff Intelligence Division</i>
5. File the Motion for Reconsideration (MR) and other attached documentary requirements.	1. Receive all the documents.	None		<i>Administrative Staff Intelligence Division</i>
6. Pay the MR fees and other applicable fees/fine/penalties at the Cashier	2. ARD Proper forwards the documents to ARD-RIU.	None	1 Day	<i>Administrative Staff ARD-Proper</i>
7. Submit the MR and documentary requirements to the Central Receiving Unit (CRU)	3. Assign the documents to the Review Officer for recommendation.	None	4 Days	<i>Review Officer ARD-RIU</i>
8. Receiving of the Resolution on the Motion for Reconsideration	4. Request for application folder/supporting documents from Records section	None	1 Day	<i>Administrative Staff ARD-RIU Administrative Staff Records Section</i>
	4.1 Forward the recommendation of ARD-RIU to ARD-RS	None	1 Day	<i>Review Officer ARD-RIU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Registration Section forwards to ARD proper for approval of recommendation and notification to subject. *Assessment of fees/fine/penalties, if any	MR Fee: Php500.00 LRF: Php10.00 ELF: Php500.00 Other Fees/Fines, if any: Change of address/civil status: Php200.00 per month or Php2,000.00 per year Refiling fees: \$50 + Php500.00 Late payment of Renewal: Php2,000.00 Annual Report:	1 day	<i>Registration Officer</i> ARD-RS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php200.00 per month or Php2,000.00 per year Re-registration Fine: Php200.00 per month		
	4.3 ARD to notify subject	None		
	*RIU reviewer shall attached a pre-drafted notification to the recommendation.	None		
	4.4 ARD proper will designate signatory for the notification.	None		
	TOTAL		8 Days	



Board of Special Inquiry (BSI) External Services



1. Application for Recognition as Filipino Citizen by Birth and Issuance of Identification Certificate

A petition filed by foreign nationals born of Filipino parent/s, whether legitimate or illegitimate.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who claim citizenship by birth, whether legitimate or illegitimate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder:</i>	
1. Application for Recognition as Filipino Citizen by Birth and Issuance of Identification Certificate - BSI01.QF.001	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner from either of the applicant's father or mother; or from the legal guardian (if both parents are deceased and applicant is below 18 years old); or the applicant himself/herself (if he/she is already 18 years old), with statements that either father/mother or both parents are Filipino citizens at the time of applicant's birth and all documents submitted are genuine and were legally obtained from the corresponding government agencies. NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post. If the petitioner-parent was naturalized in a foreign country, the letter should indicate that he/she was a Filipino citizen at the time of petitioner/applicant's birth and became a naturalized foreign citizen only after said birth, or that	Parent or legal guardian with Special Power of Attorney (SPA) (if applicant is below 18 years old); or Applicant himself/herself (if of legal age) Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad) To be provided by the applicant or petitioner-parent Records Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>he/she re-acquired/retained Philippine citizenship under Republic Act No. 9225. Submit the following:</p> <ul style="list-style-type: none"> A. Photocopy of Certificate of Naturalization/Citizenship of applicant and/or petitioner-parent; and/or B. Certificate proving dual citizenship, if the petitioner-parent reacquired/retained Philippine citizenship or was recognized as a Filipino citizen. 	
<p>3. Photocopy of the Philippine/Foreign passport bio-page of the applicant and the petitioner-parent</p>	<p>To be provided by the applicant or petitioner-parent</p>
<p>4. Certificate of Live Birth / Report of Birth of the applicant and either the father or mother from whom the applicant bases his/her claim to Philippine citizenship.</p> <p><i>NOTE: It must be authenticated and/or with affixed Apostille, if issued abroad.</i></p>	<p>Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.</p>
<p>5. Affidavit of Citizenship to be executed by the applicant's parent, stating that he/she was a Filipino citizen at the time of applicant's birth.</p> <p><i>NOTE: Affidavits must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post.</i></p> <p>If the petitioner-parent was naturalized in a foreign country, the affidavit should state that he/she was a Filipino at the time of applicant's birth, or became a naturalized foreign citizen only after</p>	<p>Parent or the legal guardian with SPA (if applicant is below 18 years old); or from applicant himself/herself (if with deceased parents - submit a (PSA issued) Death Certificate of petitioner-parent) Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad)</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
said birth, or re- acquired/retained Philippine citizenship under RA 9225.	
6. Original official receipts evidencing payment of application fees	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Application for Recognition as Filipino citizen by Birth;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide applicant with checklist of requirements, application form, and general information.</p>	None	10 Minutes	Staff BSI
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p>	<p>2. Assess the completeness of the submitted documents.</p>	None	10 Minutes	Evaluator BSI



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.	2.1. Endorse the application for payment.			
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	10 Minutes	Assessor Window 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 9,550.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 12,550.00	10 Minutes	Cashier Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	Staff Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	Staff Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of applicant and issue claim stub.	None	10 Minutes	Staff Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>7. For releasing of certificate, the applicant has three (3) options:</p> <p>a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 214</p> <p>b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>	<p>7. Release the Filipino Identification Certificate.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Staff Certificate Section</p>
TOTAL:		<p>PHP 12,550.00</p>	<p>40 Working Days, 1 hour and 3 Minutes</p>	

2. Application for Affirmation of Recognition as Filipino Citizen and Issuance of Identification Certificate

A petition filed by those who have been previously issued a Filipino Identification Certificate (IC) but whose recognition as Philippine citizen was not affirmed by the Department of Justice (DOJ).

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national whose recognition as Filipino by birth was not affirmed by the DOJ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal-size folder:</i>	
1. Application for Affirmation of Recognition as Filipino Citizen and Issuance of Identification Certificate - BSI01.QF.002	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner from either of the applicant's father or mother; or from the legal guardian (if both parents are deceased and applicant is below 18 years old); or the applicant himself/herself (if he/she is already 18 years old upon filing), with statements that either father/mother or both parents are Filipino citizens at the time of applicant's birth and all documents submitted are genuine and were legally obtained from the corresponding government agencies. NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post. If the petitioner-parent was naturalized in a foreign country, the letter should indicate that he/she was a Filipino citizen at the time of petitioner/applicant's birth and	Parent or legal guardian with Special Power of Attorney (SPA) (if applicant is below 18 years old); or Applicant himself/herself (if of legal age) Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad) To be provided by the applicant or petitioner-parent Records Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>became a naturalized foreign citizen only after said birth, or that he/she re-acquired/retained Philippine citizenship under RA 9225. Submit the following: Photocopy of Certificate of Naturalization/Citizenship of applicant and/or petitioner- parent; and/or Certificate proving dual citizenship, if the petitioner- parent reacquired/retained Philippine citizenship or was recognized as a Filipino citizen.</p>	
<p>3. Certified True Copy of the applicant's Order of Recognition and Identification Certificate as a Filipino citizen issued by the BI</p>	<p>Records Section</p>
<p>4. Photocopy of Philippine/Foreign passport bio-page of the applicant and the petitioner-parent</p>	<p>To be provided by the applicant or petitioner-parent</p>
<p>5. Certificate of Live Birth / Report of Birth of the applicant and either the father or mother from whom the applicant bases his/her claim to Philippine citizenship.</p> <p><i>NOTE: It must be authenticated and/or with affixed Apostille, if issued abroad.</i></p>	<p>Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.</p>
<p>6. Affidavit of Citizenship to be executed by the applicant's parent, stating that he/she is a Filipino citizen at the time of applicant's birth.</p> <p><i>NOTE: Affidavits must be original and duly notarized (if executed in the Philippines).</i></p> <p>If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post. If the petitioner-parent was naturalized in a foreign country, the affidavit should state that he/she was a Filipino at the time of applicant's birth, or became a naturalized foreign citizen only after</p>	<p>Parent or the legal guardian with SPA (if applicant is below 18 years old); or from applicant himself/herself (if with deceased parents - submit a (PSA Issued) Death Certificate of petitioner-parent)</p> <p>Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad)</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
said birth, or re-acquired/retained Philippine citizenship under RA 9225.	
7. Original official receipts evidencing payment of application fees	Cash Section
<i>*BSI may require submission of additional documents for further evaluation and verification of application.</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Application for Affirmation of Recognition as Filipino citizen;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.</p>	None	10 Minutes	Staff BSI
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p>	<p>2. Assess the completeness of submitted documents.</p>	None	10 Minutes	Evaluator BSI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies	2.1. Endorse the application for payment.			
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	10 Minutes	Assessor Windows 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 8,540.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 11,540.00	10 Minutes	Cashier Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	Staff Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	Staff Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of	None	10 Minutes	Staff Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>7. For releasing of certificate, the applicant has three (3) options:</p> <p>a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210</p> <p>b. Have a representative claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>	<p>applicant. and issue claim stub.</p> <p>7. Release the Filipino Identification Certificate</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i> Certificate Section</p>
TOTAL:		<p>PHP 11,540.00</p>	<p>40 Working Days, 1 Hour, and 3 Minutes</p>	



3. Recognition as Filipino Citizen by Derivative Naturalization and Consequent Cancellation of Alien Registration and/or Issuance of Identification Certificate

A petition filed by a foreign national who acquired the foreign citizenship of his/her parent through derivative naturalization while he/she was still a minor.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
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
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder:</i>	
1. Recognition as Filipino Citizen by Derivative Naturalization and Consequent Cancellation of Alien Registration and/or Issuance of Identification Certificate- BSI01.QF.003	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner for the cancellation of Alien Certificate of Registration (ACR) NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post.	Father of the applicant (if below 18 years old); or applicant himself/herself (if 21 years of age or above) Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post Embassy (if executed abroad)
3. 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	Records Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Certificate of Live Birth / Report of Birth/ Birth Record of the petitioner/ applicant</p> <p><i>NOTE: It must be authenticated or with affixed Apostille, if born abroad</i></p>	<p>Philippine Statistics Authority (if born in the Philippines); Philippine Foreign Service Post/ Philippine Consulate/Embassy; or Secretary of State of those countries which are considered Apostille Contracting parties under Apostille Convention (if born abroad)</p>
<p>5. Certificate of Marriage / Report of Marriage of applicant's parents (with authentication or affixed Apostille, if married abroad)</p>	<p>PSA; or from Issuing Office</p>
<p>6. Certified True Copies of the Naturalization papers of Applicant's father:</p> <ul style="list-style-type: none"> a. Petition for Naturalization; b. Decision of the Court; c. Certificate of Finality; d. Order to take the Oath; e. Oath of Allegiance; and f. Certificate of Naturalization. <p>If naturalization was approved by the Office of the Solicitor General – Special Committee on Naturalization:</p> <ul style="list-style-type: none"> a. Petition for Naturalization; b. Oath of Allegiance; and c. Certificate of Naturalization. 	<p>Issuing Court Office of the Solicitor General – Special Committee on Naturalization</p>
<p>7. Filipino Identification Certificate of applicant's father issued by the BI</p>	<p>Records Section</p>
<p>8. Certified True Copies of School records of the applicant from Elementary to College</p>	<p>Issuing Office</p>
<p>9. BI Clearance Certificate</p>	<p>BI</p>
<p>10. Original official receipts evidencing payment of application fees</p>	<p>Cash Section</p>
<p>*BSI may require submission of additional documents for further evaluation and verification of application.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Recognition as Filipino citizen by Derivative Naturalization;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide the applicant with checklist of requirements, application form, and general information.</p>	None	10 Minutes	Staff BSI
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	None	10 Minutes	Evaluator BSI
<p>3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.</p>	<p>3. Assess and generate Order of Payment Slip (OPS).</p>	None	5 Minutes	Assessor Window 12/17

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 10,050.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 13,050.00	10 Minutes	<i>Cashier</i> Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	<i>Staff</i> Central Receiving Unit (CRU)
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/Recommending of Orders of approval/disapproval		None	40 Days	<i>Staff</i> Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of applicant. and issue claim stub.	None	10 Minutes	<i>Staff</i> Certificate Section
7. For releasing of certificate, the applicant has three (3) options: a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210	7. Release the Filipino Identification Certificate.	None	10 Minutes	<i>Staff</i> Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Have a representative to claim the application by presenting Official Receipts, SPA/Authorization Letter and Valid ID of the Applicant and Representative at Rm. 214; or c. Upon request, have the approved application sent to your registered address via courier.				
	TOTAL:	PHP 13,050.00	40 Working Days and 58 Minutes	



4. Application for Recognition as Filipino Citizen by Election and Issuance of Identification Certificate

A petition filed by those whose mothers are citizens of the Philippines and upon reaching the age of majority, elect Philippine citizenship under the 1935 Constitution

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
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	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder:</i>	
1. Application for Recognition as Filipino Citizen by Election and Issuance of Identification Certificate - BSI01.QF.004	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner for the cancellation of Alien Certificate of Registration (ACR) and/or issuance of Filipino Identification Certificate by election NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post.	To be provided by the applicant Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad)
3. Photocopy of ACR I-Card (front and back portion) and Native-Born Certificate of Residence/ Immigrant Certificate of Residence	Records Section
4. Certificate of Live Birth / Report of Birth of the applicant and his/her mother (with authentication or affixed Apostille, if issued abroad)	Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
5. Bureau of Immigration (BI) Clearance Certificate	Bureau of Immigration
6. Certificate of Marriage / Marriage Contract of applicant's parents (with authentication or affixed Apostille, if married abroad)	PSA; or from Issuing Office
7. Duly signed and notarized Affidavit of Election of Philippine Citizenship; or, if election is delayed, Affidavit justifying the delayed election	Appropriate issuing office, Local Civil Registry Office, Applicant and/or Notary Public
8. Oath of Allegiance	Appropriate issuing office, Local Civil Registry Office, Applicant and/or Notary Public
9. Certificate of Registration of Election documents (Affidavit of Election and Oath of Allegiance)	Local Civil Registry Office
10. Certificate of Marriage / Marriage Contract of applicant, if married (with authentication or affixed Apostille, if married abroad)	PSA; or from Issuing Office
11. Certificate of Live Birth / Report of Birth of the applicant's child/ren, if any	PSA; or from Appropriate issuing office
12. BI Clearance Certificate	BI
13. Original official receipts evidencing payment of application fees	Cash Section
<p>14. In case of Delayed Election</p> <p>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 proofs thereof are:</p>	Appropriate Office/Agency



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>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.</p>	
<p>*BSI may require submission of additional documents for further evaluation and verification of application.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Application for Recognition as Filipino citizen by Election;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Staff BSI</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of the submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	None	10 Minutes	<i>Evaluator</i> BSI
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	5 Minutes	<i>Assessor</i> Window 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 10,050.00 Express Lane fee: PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 13,050.00	10 Minutes	<i>Cashier</i> Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	<i>Staff</i> Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	<i>Staff</i> Board of Special Inquiry
6. Proceed to Rm. 214 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of	None	10 Minutes	<i>Staff</i> Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicant and issue claim stub.			
<p>7. For releasing of certificate, the applicant has three (3) options:</p> <p>a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210</p> <p>b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm.210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>	<p>7. Release the Filipino Identification Certificate.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i> Certificate Section</p>
TOTAL:		<p>PHP 13,050.00</p>	<p>40 Working Days and 58 Minutes</p>	



5. Recognition as Filipino Citizen by Judicial Naturalization and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate

A petition filed by foreign nationals who were naturalized through judicial (court) proceedings.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals naturalized through judicial (court) proceedings

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder</i>	
1. Recognition as Filipino Citizen by Judicial Naturalization and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate - BSI01.QF.005	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner for the cancellation of Alien Certificate of Registration (ACR) by court naturalization NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post. Photocopy of the ACR Identification Card (I-Card) (front and back portions), and Certified True Copy of Natural Born Certificate of Residence or Immigrant Certificate of Residence	To be provided by the applicant Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad)
3. Photocopy of the ACR I-Card (front and back portion) and Native-Born Certificate of Residence of Applicant	Records Section
4. Certified True Copies of the following documents of the applicant:	Issuing Regional Trial Court

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Petition for Naturalization; b. Decision of the Court; c. Certificate of Finality; d. Order to take the Oath; e. Oath of Allegiance; and f. Certificate of Naturalization	
5. Bureau of Immigration (BI) Clearance Certificate	Bureau of Immigration
6. Official Receipts for cancellation fee, legal research fee and express lane fee	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare all the documentary requirements: a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Application for Recognition as Filipino citizen by Judicial Naturalization; b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist. <i>To accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i>	1. Provide the applicant with checklist of requirements, application forms and general information.	None	10 Minutes	Staff BSI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of the submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	None	10 Minutes	<i>Evaluator</i> BSI
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	10 Minutes	<i>Assessor</i> Window 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 10,050.00 Express Lane - PHP 1,500.00 DOJ fee - 1,500.00 Total: PHP 13,050	10 Minutes	<i>Cashier</i> Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	<i>Staff</i> Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/Recommending of Orders of approval/disapproval. Process manual fingerprinting of applicant.		None	40 Days	<i>Staff</i> Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of	None	10 Minutes	<i>Staff</i> Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>7. For releasing of certificate, the applicant has three (3) options:</p> <p>a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210</p> <p>b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm.210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>	<p>applicant and issue claim stub.</p> <p>7. Release the Filipino Identification Certificate.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i> Certificate Section</p>
TOTAL:		<p>PHP 13,050.00</p>	<p>40 Working Days, 1 Hour and 3 Minutes</p>	



6. Recognition as Filipino Citizen by Reason of Administrative Naturalization and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate

A petition filed by foreign nationals born and residing in the Philippines since birth who were administratively naturalized before the Special Committee on Naturalization (SCN).

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Highly technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals naturalized through judicial (court) proceedings

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder</i>	
1. Recognition as Filipino Citizen by Administrative Naturalization and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate - BSI01.QF.006	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed and notarized letter-request addressed to the Commissioner for the cancellation of Alien Certificate of Registration (ACR) by administrative naturalization NOTE: Letter-request must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post. Photocopy of the ACR Identification Card (I-Card) (front and back portions), and Certified True Copy of Natural Born Certificate of Residence or Immigrant Certificate of Residence	To be provided by the applicant Notary Public (if executed in the Philippines); or competent Philippine Foreign Service Post (if executed abroad)
3. Photocopy of the ACR Identification Card (I-Card) (front and back portion), and Certified True Copy of Native-Born Certificate of Residence or Immigrant Certificate of Residence	Records Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Certificate of Live Birth / Report of Birth of the applicant (with authentication or affixed Apostille, if issued abroad)	Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
5. Certificate of Marriage / Marriage Contract of applicant's parents (with authentication or affixed Apostille, if married abroad)	PSA; or from the Issuing Office
6. Certified True Copies of the following documents of the applicant	Office of the Solicitor General – Special Committee on Naturalization
7. BI Clearance Certificate	BI
8. Original official receipts evidencing payment of application fees	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare all the documentary requirements: a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Application for Recognition as Filipino citizen by Administrative Naturalization; b. Arrange and compile all required documents in a	1. Provide the applicant with checklist of requirements, application forms and general information.	None	10 Minutes	<i>Staff</i> BSI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>legal-size folder and in the order listed in the checklist;</p> <p><i>To accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>				
<p>2. Submit the application folder for pre- evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of the submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	None	10 Minutes	<i>Evaluator</i> BSI
<p>3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.</p>	<p>3. Assess and generate Order of Payment Slip (OPS).</p>	None	10 Minutes	<i>Assessor</i> Window 12/17
<p>4. Present the OPS to the cashier for payment of the required fees.</p>	<p>4. Issue the Official Receipt (OR).</p>	<p>Immigration fees - PHP 10,050.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00</p> <p>Total: PHP 13,050.00</p>	10 Minutes	<i>Cashier</i> Cash Section
<p>5. Proceed to Window 20 for submission of application folder with the Official receipts.</p>	<p>5. Receive the application folder.</p>	None	3 Minutes	<i>Staff</i> Central Receiving Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	Staff Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of applicant and issue claim stub.	None	10 Minutes	Staff Certificate Section
7. For releasing of certificate, the applicant has three (3) options: a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 214 b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or	7. Release the Filipino Identification Certificate.	None	10 Minutes	Staff Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
c. Upon request, have the approved application sent to your registered address via courier.				
	TOTAL:	PHP 13,050.00	40 Working Days, 1 Hour, and 3 Minutes	

7. Recognition as Filipino Citizen by Reason of Marriage and Consequent Cancellation of Alien Registration and Issuance of Filipino Identification Certificate

A petition filed by a foreign woman who claims to have acquired Philippine citizenship by reason of her marriage to a Filipino citizen, and who is not disqualified to acquire Philippine citizenship under Philippine laws.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign female national citizen married to a Filipino citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder:</i>	
1. Recognition as Filipino Citizen by Reason of Marriage and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate - BSI01.QF.007	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed, notarized, and verified Petition for cancellation of Alien Registry by the petitioner	BI website or BSI; and Notary Public
3. Duly signed and notarized Joint Affidavit for Cancellation of Alien Registry by the petitioner and her husband	BI website or BSI; and Notary Public
4. Oath of Allegiance	BI website or BSI; and Notary Public
5. Photocopy of the petitioner's valid Alien Certificate of Registration Identification Card (front and back portions)	Records Section
6. Certificate of Marriage / Marriage Contract of the petitioner and her husband (with authentication or affixed Apostille, if married abroad)	Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs (DFA), if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	by the government of those contracting states under the Apostille Convention.
7. Certificate of Live Birth / Report of Birth of the petitioner (with authentication or affixed Apostille, if issued abroad)	PSA; and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs (DFA), if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
<p>8. Certificate of Live Birth / Report of Birth of the petitioner's husband showing his Filipino citizenship (with authentication or affixed Apostille, if issued abroad)</p> <p>If naturalized in his own right, certified true copies of:</p> <ol style="list-style-type: none"> a. Petition for Naturalization; b. Decision Granting the Petition; c. Order to take the Oath; d. Oath of Allegiance; e. Certificate of Naturalization; and f. Filipino Identification Certificate of the petitioner's husband <p>If he was naturalized by derivative naturalization, certified true copies of:</p> <ol style="list-style-type: none"> a. Order of Recognition as Filipino Citizen; and b. Filipino Identification Certificate of the petitioner's husband issued by the BI 	<p>PSA; and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the DFA, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.</p> <p>Court or Special Committee on Naturalization under the Office of the Solicitor General; and Records Section</p> <p>Records Section</p>
9. Certificate of Live Birth / Report of Birth of the petitioner's children, if any (with authentication or affixed Apostille, if issued abroad)	PSA; and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the DFA, if issued by the local Embassy in the

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
10. School records of the petitioner's children	Issuing Office
11. Death Certificate (with authentication or affixed Apostille, if died abroad)	PSA; and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the DFA, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
12. Clearances from the National Bureau of Investigation (NBI), National Intelligence Coordinating Agency (NICA), and the following agencies that have jurisdiction over applicant's place of residence: Regional Trial Court (RTC), the Metropolitan or Municipal Trial Court (MTC), Office of the Prosecutor, and Philippine National Police (PNP)	NBI, NICA, RTC, MTC, Office of the Prosecutor, and PNP
13. Medical Certificate stating that the petitioner is "physically and mentally fit"	Bureau of Quarantine or any authorized government health facility
14. Duly signed and notarized Affidavit of Social Mingling with Filipinos, with photographs	To be provided by the applicant /Petitioner and/or Notary Public
15. BI Clearance Certificate	BI
16. Original official receipts evidencing payment of application fees	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Recognition as Filipino citizen by Reason of Marriage</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist; and</p> <p><i>To accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Staff BSI</p>
<p>2. Submit the application folder for pre- evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of the submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Evaluator BSI</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	10 Minutes	Assessor Window 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 10,050.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 13,050.00	10 Minutes	Cashier Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	Staff Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	Staff Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of applicant and issue claim stub.	None	10 Minutes	Staff Certificate Section
7. For releasing of the certificate, the applicant has three (3) options: a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210	7. Release the Filipino Identification Certificate.	None	10 Minutes	Staff Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>				
TOTAL:		PHP 13,050.00	40 Working Days, 1 Hour, and 3 Minutes	



8. Recognition as Filipino Citizen by Repatriation and Consequent Cancellation of Alien Registration and Issuance of Filipino Identification Certificate

A petition filed by those who were naturalized in a foreign country, or by a woman who lost her Philippine citizenship by reason of her marriage to a foreigner.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Natural-born Filipinos naturalized in a foreign country

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder:</i>	
1. Recognition as Filipino Citizen by Repatriation and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate - BSI01.QF.008	Bureau of Immigration's (BI) website and/or Board of Special Inquiry
2. Duly signed, notarized, and verified Petition for cancellation of Alien Registry by repatriation by the petitioner	Petitioner and/or Notary Public
3. Photocopy of the Alien Certificate of Registration (ACR) Identification Card (front and back portions) and Certified True Copy of Native-Born Certificate of Residence or Immigrant Certificate of Residence, and old ACR, if applicable	Records Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Certificate of Live Birth / Report of Birth of the petitioner (with authentication or affixed Apostille, if issued abroad); or authenticated documents proving his/her Philippine citizenship	Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.
5. Duly signed and notarized Affidavit of Repatriation	Issuing Office and/or Petitioner and/or Notary Public
6. Duly signed and notarized Oath of Allegiance	Issuing office and/or client and/or Notary Public
7. Original or Certified True Copy of Applicant's Oath of Allegiance	Issuing office and/or client and/or Notary Public
8. Certificate of Registration of Repatriation documents (Affidavit of Repatriation and Oath of Allegiance)	Local Civil Registrar
9. Photocopy of the petitioner's valid foreign passport bio-page	To be provided by the applicant /Petitioner
10. Certificate of Naturalization in a foreign country and/or reason for loss of Philippine Citizenship by Naturalization, military service in a friendly foreign country, or marriage of a Filipino woman to a foreign husband	Petitioner and/or Issuing Office
11. BI Clearance Certificate	BI
12. Original official receipts evidencing payment of application fees	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Recognition as Filipino citizen by Repatriation;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either mother/ father)/ Authorized person with SPA</i></p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Staff <i>BSI</i></p>
<p>2. Submit the application folder for pre-evaluation and endorsement by the assigned personnel.</p> <p>NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.</p>	<p>2. Assess the completeness of the submitted documents.</p> <p>2.1. Endorse the application for payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Evaluator</i> BSI</p>
<p>3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.</p>	<p>3. Assess and generate Order of Payment Slip (OPS).</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Assessor</i> Window 12/17</p>
<p>4. Present the OPS to the cashier</p>	<p>4. Issue the Official Receipt</p>	<p>Immigration fees - PHP 10,050.00</p>	<p>10 Minutes</p>	<p><i>Cashier</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
for payment of the required fees.	(OR).	Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 13,050.00		Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	<i>Staff</i> Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	<i>Staff</i> Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white background.	6. Process the manual fingerprinting of applicant and issue claim stub.	None	10 Minutes	<i>Staff</i> Certificate Section
7. For releasing of certificate, the applicant has three (3) options: a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210 b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or c. Upon request, have the approved	7. Release the Filipino Identification Certificate.	None	10 Minutes	<i>Staff</i> Certificate Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
application sent to your registered address via courier.				
	TOTAL:	PHP 13,050.00	40 Working Days, 1 Hour and, 3 Minutes	



9. Recognition as Filipino Citizen by Reason of Legislative Naturalization (Act of Congress) and Consequent Cancellation of Alien Registration and Issuance of Filipino Identification Certificate

A petition filed by foreign nationals who were naturalized through legislative proceedings

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Government to Citizen (G2C)
Type of Transaction:	Quasi-Judicial
Who may avail:	Foreign nationals who were naturalized through legislative proceedings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>One (1) original with three (3) photocopies of the following documents, compiled in one (1) legal size folder</i>	
1. Recognition as Filipino Citizen by Legislative Naturalization (Act of Congress) and Consequent Cancellation of Alien Registration and Issuance of Identification Certificate - BSI01.QF.009	Bureau of Immigration's (BI) website and/or Board of Special Inquiry (BSI)
2. Duly signed and notarized letter-request for cancellation of Alien Certificate of Registration (ACR) and/or issuance of Filipino Identification Certificate	Petitioner and/or Notary Public
3. Photocopy of the petitioner's valid ACR Identification Card (front and back portions) and Certified True Copy of Native-Born Certificate of Residence or Immigrant Certificate of Residence	Records Section
4. Certificate of Live Birth / Report of Birth of the applicant (with authentication or affixed Apostille, if issued abroad)	Philippine Statistics Authority (PSA); and/or issuing office of another country, with authentication by the Philippine Foreign Service Post, which has jurisdiction over the place of issuance; certification from the Department of Foreign Affairs, if issued by the local Embassy in the Philippines; or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Certified true copies of the following documents: a. Bill seeking to grant Philippine citizenship to applicant; b. Law granting Philippine citizenship; c. Oath of Allegiance; and Proof of publication of the law granting Philippine citizenship.	Issuing Office
6. BI Clearance Certificate	BI
7. Original official receipts evidencing payment of application fees	Cash Section
*BSI may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Recognition as Filipino citizen by Repatriation;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by: Applicant/ Petitioning parent(s) (either</i></p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information.</p>	None	10 Minutes	Staff BSI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>mother/ father)/ Authorized person with SPA</i>				
2. Submit the application folder for pre- evaluation and endorsement by the assigned personnel. NOTE: It is recommended to seek legal advice from lawyers or you may avail the services of BI Accredited Travel Agencies.	2. Assess the completeness of the submitted documents. 2.1. Endorse the application for payment.	None	10 Minutes	<i>Evaluator</i> BSI
3. Proceed to Window 12 or 17 and present application folder and Foreign Passport.	3. Assess and generate Order of Payment Slip (OPS).	None	10 Minutes	<i>Assessor</i> Window 12/17
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Immigration fees - PHP 10,050.00 Express Lane fees - PHP 1,500.00 DOJ fee - PHP 1,500.00 Total: PHP 13,050.00	10 Minutes	<i>Cashier</i> Cash Section
5. Proceed to Window 20 for submission of application folder with the Official receipts.	5. Receive the application folder.	None	3 Minutes	<i>Staff</i> Central Receiving Unit
NOTE: Through a letter addressed to the applicant or petitioner-parent, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval		None	40 Days	<i>Staff</i> Board of Special Inquiry
6. Proceed to Rm. 210 and present Official receipts and 6 copies of 2x2 picture with white	6. Process the manual fingerprinting of applicant and issue claim stub.	None	10 Minutes	<i>Staff</i> Certificate Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
background.				
<p>7. For releasing of certificate, the applicant has three (3) options:</p> <p>a. Personally claim the approved application by presenting the Official Receipts and Valid ID at Rm. 210</p> <p>b. Have a representative to claim the application by presenting Official Receipts, SPA/ Authorization Letter and Valid ID of the Applicant and Representative at Rm. 210; or</p> <p>c. Upon request, have the approved application sent to your registered address via courier.</p>	7. Release the Filipino Identification Certificate.	None	10 Minutes	Staff Certificate Section
TOTAL:		PHP 13,050.00	40 Working Days, 1 Hour and 3 Minutes	

10. Petition for Retention/ Re-Acquisition of Philippine Citizenship Under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Board of Special Inquiry (BSI)-R.A. 9225 or Dual Citizenship Section
Classification:	<i>Quasi-Judicial</i>
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Natural born citizens of the Philippines who were naturalized as foreign citizens before R.A. 9225 took effect with their unmarried child, whether legitimate, illegitimate or adopted, below eighteen (18) years of age; and natural born Philippine citizens who become foreign citizens after the effectivity of R.A. 9225

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed and notarized petition/application form (BI Form 2014-01-005 Rev 1)	BI website and/or Dual Citizenship Office
2. Two (2) pieces 2x2 photograph with white background, without any facial obstruction (e.g. eyeglasses, face mask etc.), and must be taken within the last three (3) months from the date of application	Petitioner
3. Original Philippine Birth Certificate ¹	Philippine Statistics Authority (PSA)
4. Original and photocopy of valid foreign passport	Petitioner
5. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language. ²	Petitioner

¹ In the absence of Birth Certificate issued by PSA, submit:

- a) (i) Original Certificate of No Record of Birth issued by the PSA; and
(ii) Certification of Birth issued by the Local Civil Registrar (LCR) of the place where the petitioner is born.
- b) In case no PSA and LCR Birth Certificate, submit:
 - (i) Original Certificate of No Record of Birth issued by the PSA;
 - (ii) Original Certificate of No Record of Birth issued by the LCR of the place where petitioner is born; and
 - (iii) Any two (2) of the following documents in the order herein provided:
 - (1) Original Philippine Marriage Certificate issued by the PSA;
 - (2) Canceled Philippine passport;
 - (3) Voter's Identification Card;
 - (4) Baptismal Certificate; or
 - (5) Any other Philippine issued official document proving natural-born Philippine citizenship.

² In the absence of Certificate of Naturalization, submit an Affidavit stating how and when foreign citizenship was acquired.

* For BI-Registered Aliens: Submit Affidavit of Loss if (a) and/or (b) are lost

- a) Original Alien Certificate of Registration Identity Card (ACR I-Card) and/or
- b) Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).

* In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a former natural-born Philippine Citizen and his/her name in the foreign passport's Machine-Readable Zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:

- a) Affidavit of One and the Same Person executed by the applicant with the statement that he/she acknowledges all obligations, responsibilities and liabilities under all names AND an explanation on the discrepancies; and
- b) Substantial proof on how the applicant acquired the varied name(s) such as but not limited to:
 - 1) Marriage Certificate;
 - 2) Annotation in the passport or Birth Certificate of varied name;



- 3) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document;
- 4) Annotation in the Certificate of Naturalization or Citizenship of the varied name; or
- 5) Philippine issued official document indicating varied name(s).

FOR EACH DEPENDENT CHILD	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed and notarized Supplement for Dependent form (BI Form 2014-01-006 Rev 1)	BI website and/or Dual Citizenship Office
2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date of application	Petitioner
3. Photocopy of Birth Certificate of Dependent Child	PSA and/or Petitioner
4. Photocopy of valid foreign passport bio-page of Dependent Child	Petitioner
<p>* For Dependent Child who are BI-Registered Aliens:</p> <ul style="list-style-type: none"> a. Original Alien Certificate of Registration Identity Card or ACR I-Card; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please submit an Affidavit of Loss, to be executed by the principal, if (a) and/or (b) are lost. 	
<p>Important Reminder: Dual Citizenship Section shall require the presentation of the original copies of ALL requirements and may require submission of additional documents for further evaluation and verification of application.</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/ Re- acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements;</p> <p>a. Complete all the required documents.</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.</p>	None	10 Minutes	Staff BSI
<p>2. Submit the application folder for pre-evaluation at the Public Information Assistance Unit (PIAU).</p>	<p>2. Assess the completeness of submitted documents and endorse the application for payment</p>	None	12 Minutes	Staff R.A. 9225 or Dual Citizenship Section
<p>3. Proceed to Window 11 or 18 and present application folder for checking of Alien Certificate of Registration (ACR) I-Card</p>	<p>3. Check if the applicant has an alien registration.</p>	None	12 Minutes	Staff Alien Registration Division
<p>4. Proceed to Window 12 and present Foreign Passport and application folder</p>	<p>4. Assess and generate Order of Payment Slip (OPS).</p>	None	12 Minutes	Assessor Window 12
<p>5. Present the OPS to the cashier for payment of the required fees.</p>	<p>5. Issue the Official Receipt (OR).</p>	<p>Principal - PHP 2,510.00 Express Lane Fee - PHP 500.00</p> <p>Dependent - PHP 1,260.00 Express Lane Fee - PHP 500.00</p>	10 Minutes	Cashier Cash Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceed to Window 21 for submission of application folder with the Official receipts	6. Receive the application folder.	None	12 Minutes	<i>Staff</i> Central Receiving Unit
7. Await approval of application	7. Evaluate and verify the documents submitted.	None	13 Working Days	<i>Staff</i> R.A. 9225 or Dual Citizenship Section
None	8. Draft and prepare the Order of Approval and Certificate of Re-acquisition/Retention of Philippine Citizenship (CRPC) of the applicant.	None	7 Working Days (Upon Receipt of Complete and Original Documents)	<i>Staff</i> R.A. 9225 or Dual Citizenship Section
None	9. Review and recommend on R.A. 9225 applications.	None	20 Working Days	<i>Chief</i> R.A. 9225 or Dual Citizenship Section <i>Chief</i> Board of Special Inquiry (BSI)
None	10. Approve or Disapprove of R.A. 9225 applications.	None	20 Working Days	<i>Designated Deputy Commissioner</i> Office of DC VIADO
11. Receive a notification via e-mail or text message from R.A. 9225 or Dual Citizenship Section of the Order of approval or denial.	11. Send notification via e-mail of the Order of approval or denial.	None	5 Minutes	<i>Staff</i> R.A. 9225 or Dual Citizenship Section
12. If approved, appear before the BI Main Office on the scheduled date for Oath taking.	12. Administer Oath taking.	None	10 Minutes	<i>Hearing Officer</i> R.A. 9225 or Dual Citizenship Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
13.Receive original dual citizenship documents, including Order of Approval, CRPC, and Oath of Allegiance.	13. Release to applicant his/her original dual citizenship documents.	None	3 Minutes	Staff R.A. 9225 or Dual Citizenship Section
TOTAL:		Principal - PHP 3,010.00 Dependent - PHP 1,760.00	60 Working Days, 1 Hour, and 26 Minutes Upon Receipt of Complete and Original Documents	



11. Petition for Inclusion of Dependents Under R.A. 9225

A petition filed by those who have already re-acquired/retained Philippine citizenship under RA 9225 in the Philippine Embassies or Consulates abroad and, their qualified dependents

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Those who have already re-acquired/retained Philippine citizenship under RA 9225 in the Philippine Embassies or Consulates abroad and, their qualified dependents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Petition for Inclusion of Dependent(s) under RA 9225 - BSI03.QF.002	Bureau of Immigration's (BI) website and/or Dual Citizenship Office
2. Duly signed and notarized petition/application form (BI Form 2014-01-008 Rev 0) BI website and/or Dual Citizenship Office	Duly signed and notarized petition/application form (BI Form 2014-01-008 Rev 0) BI website and/or Dual Citizenship Office
3. Photocopy of Petitioner's Identification Certificate (IC) or Certificate of Retention/Re-acquisition of Philippine Citizenship (CRPC) Issuing office and/or Petitioner	Photocopy of Petitioner's Identification Certificate (IC) or Certificate of Retention/Re-acquisition of Philippine Citizenship (CRPC) Issuing office and/or Petitioner
4. Photocopy of Order of Approval of the original petition Issuing office and/or Petitioner	Photocopy of Order of Approval of the original petition Issuing office and/or Petitioner
5. Photocopy of Petitioner's Oath of Allegiance Issuing office and/or Petitioner	Photocopy of Petitioner's Oath of Allegiance Issuing office and/or Petitioner
6. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application Petitioner	Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application Petitioner
7. One (1) 2x2 photograph of Principal with white background and must be taken within the last three (3) months from the date application	Petitioner



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Photocopy of Birth Certificate	Philippine Statistics Authority and/or Petitioner
9. Photocopy of Dependent's valid foreign passport bio-page Petitioner	Petitioner
10. Valid passport of the Petitioner	Petitioner
11. Two (2) pieces legal size self-addressed stamped envelope	Petitioner
*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Prepare all the documentary requirements:</p> <p>a. Proceed to the official BI website (www.immigration.gov.ph) and print out the BI Form on Petition for Inclusion of Dependent(s) under RA 9225;</p> <p>b. Arrange and compile all required documents in a legal-size folder and in the order listed in the checklist.</p> <p><i>To be accomplished by Applicant or authorized person with Special Power of Attorney (SPA)</i></p>	<p>1. Provide the applicant with the checklist of requirements, application form, and general information.</p>	None	5 Minutes	Staff BSI
<p>2. Submit the application folder for pre-evaluation at the Public</p>	<p>2. Assess the completeness of submitted documents and</p>	None	12 Minutes	Staff PIAU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Information Assistance Unit (PIAU).	endorse the application for payment			
3. Proceed to Window 18 and present application folder for checking of Alien Certificate of Registration (ACR) I-Card.	3. Check the alien registration.	None	12 Minutes	<i>Staff</i> Alien Registration Division
4. Proceed to Window 12 or 17 and present Foreign Passport and application folder	4. Assess and generate Order of Payment Slip (OPS).	None	12 Minutes	<i>Assessor</i> Window 12/17
5. Present the OPS to the cashier for payment of the required fees.	5. Issue the Official Receipt (OR).	Dependent - PHP 1,760.00	10 Minutes	<i>Cashier</i> Cash Section
6. Proceed to Window 21 for submission of application folder with the Official receipts	6. Receive the application folder.	None	12 Minutes	<i>Staff</i> Central Receiving Unit
7. Present the OR and take the Oath of Allegiance.	7. Administer the Oath of Allegiance	None	5 Minutes	<i>Hearing Officer</i> Dual Citizenship Office
NOTE: Through a letter addressed to the applicant or petitioner, the Bureau may require submission of additional requirements for further evaluation and verification of application; Preparation/Review/ Recommending of Orders of approval/disapproval			60 Days	<i>Staff</i> Board of Special Inquiry
8. For releasing of certificate, the applicant has two options: a. Personally claim the certificate by	8. Release applicant's copy of Order granting Petition for Dual Citizenship, Oath of Allegiance, and Certificate of	None	20 Minutes	<i>Staff</i> Dual Citizenship Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>presenting the Official Receipts, and valid ID; or</p> <p>b. Have a representative to claim the certificate by presenting Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant</p>	<p>Re-acquisition or Retention of Philippine Citizenship</p>			
TOTAL:		PHP 1,760.00	60 Working Days, 1 Hour and 28 Minutes	



12. Request for Issuance of Certificate of Retention/Re-Acquisition of Philippine Citizenship

A petition filed by those who have already retained or re-acquired Philippine citizenship under R.A. 9225 in the Philippine embassies or consulates abroad, but whose CRPCs have not been issued or original copies have been lost.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Those who have already re-acquired/retained Philippine citizenship under RA9225 in the Philippine Embassies or Consulates abroad and, their qualified dependents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport of the Requesting Party (RP); Valid passport of the principal if RP is a dependent	To be provided by the applicant
2. Three (3) pieces 2x2 photograph with white background for the petitioner and dependent (if applicable)	To be provided by the applicant
3. Photocopy of Birth Certificate or Philippine Passport	To be provided by the applicant
4. Request Letter duly signed by the Applicant	To be provided by the applicant
5. Certified True Copy of RP's Order of Approval and Oath of Allegiance	Issuing Office and/or Applicant
6. Letter of Authority, along with the Identification Card of RP's representative, if request is filed via representative.	To be provided by the applicant
*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Issuance of CRPC, for information about all general instructions and checklist of documentary requirements; b. Completion of all required documents.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	Staff BSI
2. Arrange all required documents and attach to a legal-size folder in accordance with the provided checklist and proceed to the Evaluator at Room 401	2. Review the completeness of documentary requirements.	None	12 Minutes	Staff Dual Citizenship Office
3. Proceed to Window 11 or 18 and present application folder for checking of Alien Certificate of Registration (ACR) I-Card	3. Check the alien registration.	None	12 Minutes	Staff Alien Registration Division
4. Proceed to Window 12 and present Foreign Passport and application folder	4. Assess and generate Order of Payment Slip (OPS).	None	12 Minutes	Assessor Window 12
5. Present the OPS to the cashier for payment of the required fees.	5. Issue the Official Receipt (OR).	PHP 510.00	10 Minutes	Cashier Cash Section
6. Proceed to Window 21 for submission of application folder with the Official receipts	6. Receive the application folder.	None	12 Minutes	Staff Central Receiving Unit
None	6.1 Thorough evaluation of Applicant's petition and attached documents	None	40 Working Days	Dual Citizenship Office, Board of Special Inquiry, and



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation/ Review/ Approval/ Disapproval of applicant's request			Office of the Deputy Commissioner
7. Applicant: Present Official Receipts and Valid ID Representative: Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	7. Release RP's copy of Certificate of Re-acquisition or Retention of Philippine Citizenship	None	10 Minutes	Dual Citizenship Office
	TOTAL:	PHP 510.00	40 Working Days, 1 Hour and 18 Minutes	



13. Petition for Retention/Re-acquisition of Philippine Citizenship of Principal/Principal and Dependent (Online Application)

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Board of Special Inquiry (BSI)
Classification:	Quasi-Judicial Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Natural born citizens of the Philippines who were naturalized as foreign citizens before R.A. 9225 took effect with their unmarried child, whether legitimate, illegitimate or adopted, below eighteen (18) years of age; and natural born Philippine citizens who become foreign citizens after the effectivity of R.A. 9225

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed and notarized petition/application form (BI Form 2014-01-005 Rev 1)	BI website and/or Dual Citizenship Office
2. Two (2) pieces 2x2 photograph with white background, without any facial obstruction (e.g. eyeglasses, face mask etc.), and must be taken within the last three (3) months from the date of application	Petitioner
3. Original Philippine Birth Certificate ¹	Philippine Statistics Authority (PSA)
4. Original and photocopy of valid foreign passport	Petitioner
5. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language. ²	Petitioner
¹ In the absence of Birth Certificate issued by PSA, submit:	

- a) (i) Original Certificate of No Record of Birth issued by the PSA; and
- (ii) Certification of Birth issued by the Local Civil Registrar (LCR) of the place where the petitioner is born.
- c) In case no PSA and LCR Birth Certificate, submit:
 - (iv) Original Certificate of No Record of Birth issued by the PSA;
 - (v) Original Certificate of No Record of Birth issued by the LCR of the place where petitioner is born; and
 - (vi) Any two (2) of the following documents in the order herein provided:
 - (1) Original Philippine Marriage Certificate issued by the PSA;
 - (2) Canceled Philippine passport;
 - (3) Voter's Identification Card;
 - (4) Baptismal Certificate; or
 - (5) Any other Philippine issued official document proving natural-born Philippine citizenship.

² In the absence of Certificate of Naturalization, submit an Affidavit stating how and when foreign citizenship was acquired.

* For BI-Registered Aliens: Submit Affidavit of Loss if (a) and/or (b) are lost

- c) Original Alien Certificate of Registration Identity Card (ACR I-Card) and/or
- d) Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).

* In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a former natural-born Philippine Citizen and his/her name in the foreign passport's Machine-Readable Zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:

- c) Affidavit of One and the Same Person executed by the applicant with the statement that he/she acknowledges all obligations, responsibilities and liabilities under all names AND an explanation on the discrepancies; and
- d) Substantial proof on how the applicant acquired the varied name(s) such as but not limited to:
 - 6) Marriage Certificate;
 - 7) Annotation in the passport or Birth Certificate of varied name;
 - 8) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document;



9) Annotation in the Certificate of Naturalization or Citizenship of the varied name; or
10) Philippine issued official document indicating varied name(s).

FOR EACH DEPENDENT CHILD	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed and notarized Supplement for Dependent form (BI Form 2014-01-006 Rev 1)	BI website and/or Dual Citizenship Office
2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date of application	Petitioner
3. Photocopy of Birth Certificate of Dependent Child	PSA and/or Petitioner
4. Photocopy of valid foreign passport bio-page of Dependent Child	Petitioner
<p>* For Dependent Child who are BI-Registered Aliens:</p> <p>a. Original Alien Certificate of Registration Identity Card or ACR I-Card; and/or</p> <p>b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).</p> <p>Please submit an Affidavit of Loss, to be executed by the principal, if (a) and/or (b) are lost.</p>	
<p>Important Reminder: Dual Citizenship Section shall require the presentation of the original copies of ALL requirements and may require submission of additional documents for further evaluation and verification of application.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log-in to https://e-services.immigration.gov.ph then click “Petition for Re-acquisition/Retention of Philippine Citizenship” transaction in the “Services” page. Then click the “proceed” button. Accomplish all the required (*) fields of information and uploading of documentary requirements in the RA 9225 E-Form and then click “Submit”.</p> <p>Note: If the applicant has an unmarried child below 18 years of age, click the “+ Add Dependent” button.” Accomplish the personal information page and upload all required documents of the dependent.</p>	<p>1. Generate a reference number.</p>	<p>None</p>	<p>1 Minute</p>	<p>System Automated</p>
<p>None</p>	<p>2. Assess and pre-evaluate the completeness and validity of uploaded documents.</p> <p>*Note: Applicant may be notified to submit additional requirements for further evaluation and</p>	<p>None</p>	<p>10 Minutes</p> <p>Note:</p>	<p>Staff R.A. 9225 or Dual Citizenship Section</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verification of the online application to be uploaded in his/her account. Transaction status will be "For Compliance".		Additional 10 Minutes Per Dependent	
3. Receive Order of Payment Slip (OPS) via e-mail.	3. Generate the OPS transmit via e-mail.	Principal - PHP 3,010.00 Per Each Dependent - PHP 1,760.00	1 Minute	System Automated
4. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	4. Redirect to a third-party payment portal.	<u>Notes:</u> Payment channel or aggregator will send a system-generated confirmation of transaction or proof of payment.	1 Minute	System Automated
5. Submit within 72 hours after online payment, either personally or through an authorized representative or courier of choice, the original or certified true copy of the uploaded documents.	5. Receive original or certified true copy of the uploaded documents. Note: For original or certified true copies of documents submitted in support offices, timeline may vary	None	10 Minutes	<i>Staff</i> R.A. 9225 or Dual Citizenship Section BI Support Offices [To transmit R.A. 9225 application not later than 3 working days]

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	depending on the selected courier service provider.			
6. Await approval of online application.	6. Evaluate and verify the documents submitted.	None	13 Working Days	<i>Staff</i> R.A. 9225 or Dual Citizenship Section
None	7. Draft and prepare the Order of Approval and Certificate of Re-acquisition/Retention of Philippine Citizenship (CRPC) of the applicant.	None	7 Working Days <i>(Upon Receipt of Complete and Original Documents)</i>	<i>Staff</i> R.A. 9225 or Dual Citizenship Section
None	8. Review and recommend on RA 9225's applications	None	20 Working Days	<i>Chief</i> R.A. 9225 or Dual Citizenship Section <i>Chief</i> Board of Special Inquiry (BSI)
None	9. Approve or Disapprove of R.A. 9225 applications.	None	20 Working Days	Designated Deputy Commissioner
10. Receive a notification via e-mail from R.A. 9225 or Dual Citizenship Section of the Order of approval or denial.	10. Send notification via e-mail of the Order of approval or denial.	None	5 Minutes	System Automated
11.If approved, appear before the BI Main Office on the scheduled date for Oath taking.	11. Administer Oath taking.	None	10 Minutes	<i>Hearing Officer</i> R.A. 9225 or Dual Citizenship Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
12. Receive original dual citizenship documents, including Order of Approval, CRPC, and Oath of Allegiance.	12. Release to applicant his/her original dual citizenship documents.	None	3 Minutes	Staff R.A. 9225 or Dual Citizenship Section
TOTAL:		Principal - PHP 3,010.00 Dependent - PHP 1,760.00 <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i>	60 Working Days And 41 Minutes Upon Receipt of Complete and Original Documents	



Financial and Management Division

External Services

1. Collection of Fees (Airport)

Assessment and payment of fees of departing/arriving foreign nationals at the international airports and issuance of official receipt to the clients.

Office or Division:	Cash Section, Financial Management Division (FMD)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<p>Departing passengers</p> <p>a. Foreign tourists who overstayed in the Philippines for less than 6 months and have not exceeded their maximum allowable stay*</p> <p>b. Foreign tourists who overstayed in the Philippines for more than 6 months but less than 1 year. Provided, they present their Special Security Registration Numbers (SSRN), and they have not exceeded their maximum allowable stay*</p> <p>c. Resident foreigners in the Philippines with valid ACR I-Card.</p> <p>*Maximum allowable stay for Visa Required foreigners: 24 Months from date of arrival.</p> <p>*Maximum allowable stay for Non-Visa Required foreigners: 36 Months from date of arrival.</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Passport		Issued by the authorized agency of the holder's government
2.Valid ACR I-Card (if necessary)		Bureau of Immigration – Alien Registration Division (ARD)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to Immigration Cashier. Presents passport and ACR I-Card, as applicable	Accepts payment and Issuance of Official Receipt	See Table Below	7 Minutes	Cashier/Collecting Officer

A. FEES OF 1 & 2 MONTH EXTENSION/VISA WAIVER

ITEM DESCRIPTION	AMOUNT
Visa Waiver	PHP 500
Visa Waiver Application Fee	PHP 1000
Certification Fee	PHP 500
Legal Research Fee (LRF) for each immigration fee except Head Tax and Fines	PHP 30
Express Fee	PHP 1000
Note: Additional fees for overstaying tourists <ul style="list-style-type: none"> • Visa Waiver Fine (Additional PHP 500) per month • Motion for Reconsideration (Additional PHP 500) • Legal Research Fee (LRF) of PHP 10 for MR 	

B. FEES FOR TOURIST VISA EXTENSION AFTER 59 DAYS

1. 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	PHP 500	PHP 1000	PHP 500	PHP 1000	PHP 500	PHP 1000
Application Fee	PHP 300	PHP 300	PHP 300	PHP 300	PHP 300	PHP 300
Alien Certificate of Registration Fee (ACR)	PHP 500	PHP 500	PHP 1000	PHP 1000	PHP 1000	PHP 1000
Head Tax					PHP 250	PHP 250
Express Fee	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	PHP 200	PHP 200	PHP 700	PHP 700	PHP 700	PHP 700
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	PHP 50	PHP 50	PHP 50	PHP 50	PHP 50	PHP 50

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Certificate Fee	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
Express Fee (for Certificate)	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
Legal Research Fee (for certificate)	PHP 10	PHP 10	PHP 10	PHP 10	PHP 10	PHP 10
ACR I-Card for Tourist	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US
Express Fee (for ICard)	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
<p>Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-Card</p> <p>Additional fees for overstaying tourists:</p> <ul style="list-style-type: none"> • 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) 						

1. 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	PHP 500	PHP 1000	PHP 500	PHP 1000	PHP 500	PHP 1000
Application Fee	PHP 300	PHP 600	PHP 300	PHP 600	PHP 300	PHP 600
Alien Certificate of Registration Fee (ACR)/A-Cert.	PHP 500	PHP 500	PHP 1000	PHP 1000	PHP 1000	PHP 1000
Head tax (16 yrs. Old and above)					PHP 250	PHP 250
Express Fee	PHP 500	PHP 1000	PHP 500	PHP 1000	PHP 500	PHP 1000
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	PHP 200	PHP 200	PHP 700	PHP 700	PHP 700	PHP 700

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CITIZEN'S CHARTER 2024 (4th Edition)



Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	PHP 40	PHP 40	PHP 40	PHP 40	PHP 40	PHP 40
Certificate Fee	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
Express Fee (for Certificate)	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
Legal Research Fee (for certificate)	PHP 10	PHP 10	PHP 10	PHP 10	PHP 10	PHP 10
ACR I-Card for Tourist	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US	\$50.00 US
Express Fee (for ICard)	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500	PHP 500
<p>Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-Card</p> <p>Additional fees for overstaying tourists:</p> <ul style="list-style-type: none"> • Monthly Extension Fine (Additional P500) per month • Motion for Reconsideration (Additional P500) • Legal Research Fee (LRF) of P 10 for MR 						



<ul style="list-style-type: none"> • Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250) 						
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Macau-Portuguese/Hong Kong British National Overseas (BNO) Passports (7 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	PHP 500
Application Fee	PHP 300
Express Fee	PHP 500
Legal Research Fee (LRF)	PHP 20
Certification Fee	PHP 500
Express Fee (for Certificate)	PHP 500
Legal Research Fee (for Certificate)	PHP 10
Note: After the first extension, apply for Visa Waiver	

4. Hong Kong SAR Passport (14 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	PHP 500
Application Fee	PHP 300
Express Fee	PHP 500
Legal Research Fee (LRF)	PHP 20
Certification Fee	PHP 500
Express Fee (for Certificate)	PHP 500
Legal Research Fee (for Certificate)	PHP 10
Note: After the first extension, apply for Visa Waiver	

C. FEES FOR TOURIST VISA EXTENSION- MORE THAN SIX (6) MONTHS BUT NOT MORETHAN 12 MONTHS

ITEM DESCRIPTION	AMOUNT
Motion for Reconsideration	PHP 510

Monthly Extension Fine	PHP 500
*For every month or fraction thereof	
*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.	

D. FEES FOR ISSUANCE OF SPECIAL RETURN CERTIFICATE (SRC) WITH EMIGRATION CLEARANCE CERTIFICATE (ECC) B-SERIES

Applicable for Holders of Valid ACR I-Card who is departing for a temporary sojourn abroad but who intend to return (Except TVV I-Card)

ITEM DESCRIPTION	AMOUNT
RP/ SRC (1 YEAR) ADULT RP / SRC	PHP 1400
ECC-B	PHP 700
Head Tax 2	PHP 50
LRF	PHP 30
Express Lane Fee	PHP 500



RP/SRC (6 Months) Adult RP / SRC	PHP 700
ECC-B	PHP 700
Head Tax	PHP 250
LRF	PHP 20
Express Lane Fee	PHP 500
RP / SRC (1 YEAR) MINOR RP / SRC	PHP 1400
CE-B	PHP 200
LRF	PHP 20
Express Lane Fee	PHP 500
RP/SRC (6 Months) MINOR RP / SRC	PHP 700
CE-B	PHP 200
LRF	PHP 20

Express Lane Fee	PHP 500
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2. Payment Collection (Main Office)

Payment of fees from transaction public at the BI Main Office and issuance of official receipt to its clients.

Office or Division:	Cash Section, Financial Management Division (FMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Transacting public with issued Order of Payment Slip.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment Slip		From the assessor of transacting offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to Counter 26-28 G/F for Tourist Visa Transaction and counters 13-16 G/F for other transactions. Presents Order of Payment Slip (OPS).	Accepts payment and issues Official Receipt.	As indicated in the OPS	5 minutes	Cashier/Collecting Officer



IMMIGRATION REGULATION DIVISION (IRD)
External Service



1. Downgrading of Visa

Downgrade of visa from immigrant or non-immigrant visa to temporary visitor's visa (9A).

Office or Division:	Immigration Regulation Division (IRD)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals with active/expired visas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI form IRD01.001 Rev 2 which can be accessed at www.immigration.gov.ph ; copies available at the Public Information Assistance Unit (PIAU)	
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. a) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein; b) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and	Applicant
2. Photocopy of passport biopage, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay. Additional requirements per visa category: For Pre-Arranged Employee Commercial Visa and Non-Commercial Visa (Missionary), request must be accompanied by a Certificate of Employment/Certification of Missionary Work from the petitioning company/congregation;	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), request 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>For 47(A)2 visa, request must be accompanied by a copy of the DOJ Indorsement granting the visa and proof of notice of downgrading from the DOJ;</p> <p>For Special visa (CWV, SCWV, SCIV, FWV, etc.), request must be accompanied by a Cancellation Order from the Special Economic Zone authorities; or</p> <p>For 9(E) visa (Accredited Foreign Government Officials), request must be accompanied with a Certificate of Employment from the Embassy/Consulate/International Organization, Endorsement from the Department of Foreign Affairs and copy of Embassy's Note Verbale, if applicable.</p>	<p>Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the complete documentary requirements for assessment.</p>	<p>1. Review the completeness of application and eligibility of applicant</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Evaluation Officer</i> IRD</p>
	<p>1.1. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Assessors</i> IRD</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane- PHP 3,520 Visa expired (within 59 Days) PHP 4,250 w/ issues Visa expired (more than 59 Days) PHP 5,030 Regular Lane- Valid visa PHP 2,520 Visa expired (within 59 Days) PHP 3,250 Visa expired (more than 59 Days) PHP 4,030	10 Minutes	Cashier
3. Submit the complete application.	3. Receive the application. Attach the OR to the folder of the applicant and submit to CRU for DRTS	None	5 Minutes	Frontline personnel IRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the claim stub.	4. Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Frontline personnel</i> IRD
	<i>For Subport: Transmit application to IRD Main Office</i>	<i>Courier Fees</i>	<i>2 Days</i>	<i>Alien Control Officer (ACO)</i> Subport Office
Note	5. Check the Derogatory records.	None	10 Minutes	<i>Administrative Staff</i> IRD
Note	6. Draft the Order of Downgrading.	None	10 Minutes	<i>Administrative Staff</i> IRD
Note	7. Review the Order of Downgrading.	None	10 Minutes	<i>Supervisor</i> IRD
Note	8. Recommend Approval/Disapproval the Order.	None	10 Minutes	<i>Chief</i> IRD
Note	9. Grant Approval/Disapproval of the Commissioner	None	1 Day	<i>Commissioner</i>
Note	<i>For Subport: Transmit application from IRD Main Office to Subport</i>	<i>Courier Fees</i>	<i>2 Days*</i>	<i>Administrative Staff</i> IRD
5. Await the notification on the approval of the application.	10. Notify the client through BI website & IRD monitor on the approval of the downgrading.	None	5 Minutes	<i>Administrative Staff</i> IRD
6. Receive the copy of Order	11. Release the copy of Order.	None	1 Minute	<i>Administrative Staff</i> IRD/Authorized Subport office
7. Submit the passport and claim stub upon	12. Implement the Downgrading of visa on passport.	None	5 Minutes	<i>Immigration Officer</i> IRD/Authorized Subport office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
notification of the approval of visa downgrading.				
8. Present the Claim Stub and Receive the passport with the implemented downgrading	13. Secure the claim stub and release the passport.	None	1 Minute	<i>Administrative Staff</i> IRD/Authorized Support office
TOTAL:		Express Lane- PHP 3,520 Visa expired (within 59 Days) PHP 4,250 w/ issues PHP 5,030 Visa expired (more than 59 Days) Regular Lane- PHP 2,520 Valid visa PHP 3,250 Visa expired (within 59 Days) PHP 4,030	Express Lane- 1 Day, 1 Hour, 18 Minutes Regular Lane- 5 Days, 1 Hour, 18 Minutes Express Lane thru Support Offices- 4 Days, 23 Hours, 14 Minutes* Regular Lane thru Support Offices- 8 Days, 23 Hours, 14 Minutes*	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>Visa expired (more than 59 Days)</p>		

Processing time is for single application, compounds for each added application, subject to existing ARTA policies
*subject to courier delivery lead time

2. Transfer of Admission Stamp from Old / Lost/ Cancelled Passport

Foreign nationals who have new passports. The admission status in the latest arrival stamp in the lost or cancelled passport is transferred to the new passport.

Office or Division:	Immigration Regulation Division (IRD)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have a new passport

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.002 REV 03 which can be accessed at www.immigration.gov.ph , copies available at Public Information Assistance Unit (PIAU)	
1. Duly accomplished application form (IRD01.QF.006 Rev 3)	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Certificate of Travel	Certification and Clearance Section
3. Passenger Manifest or airline Certification	BI Records Section
4. Original old passport (if available)	Airline
5. Original new passport/travel document (ONLY for lost passport)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer</i> IRD
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release. <i>For Support: Transmit application to IRD Main Office</i>	None	1 Minute	<i>Evaluation Officer</i> IRD
		Courier Fees	2 Days*	<i>Alien Control Officer (ACO)</i> Support Office
None	3. Check the Derogatory records.	None	10 Minutes	<i>Administrative Staff</i> IRD
None	4. Review and approve the application	None	10 Minutes	<i>Administrative Staff</i> IRD
None	5. Implement the transfer on passport	None	5 Minutes	<i>Supervisor</i> IRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 Days	Immigration Officer IRD
3. Await the notification on the approval of the application.	6. Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	Administrative Staff IRD
4. Present the Claim Stub and Receive the passport with the implemented downgrading	7. Secure the claim stub and release the passport.	None	1 Minute	Administrative Staff IRD
TOTAL		None Courier Fees	37 Minutes if filed at IRD Main Office	
			4 Days, 37 Minutes if filed thru Subport Offices	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies
 *subject to courier delivery lead time

3. Amendment of Admission

It is a procedure of changing the appropriate admission of foreign nationals who have visa statuses other than 9(a) visa but failed to present the required documentation upon admission.



Office or Division:	Immigration Regulation Division (IRD)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with incorrect admission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Present: 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	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer</i> IRD

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Evaluation Officer</i> IRD
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	<i>2 Days*</i>	<i>Frontline personnel</i> IRD
None	3. Check the Derogatory records.	None	10 Minutes	<i>Administrative Staff</i> IRD
None	4. Review and approve the application	None	10 Minutes	<i>Administrative Staff</i> IRD
None	5. Implement the amendment on passport.	None	5 Minutes	<i>Immigration Officer</i> IRD
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	<i>2 Days*</i>	<i>Administrative Staff</i> IRD
3. Await the notification on the approval of the application.	6. Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	<i>Administrative Staff</i> IRD
4. Present the Claim Stub and Receive the passport	7. Secure the claim stub and release the passport.	None	1 Minute	<i>Administrative Staff</i> IRD
TOTAL		None Courier Fees	37 Minutes, if filed at IRD Main Office	
			4 Days, 37 Minutes, if filed thru Subport Offices	



Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

4. Correction of Admission

It is a procedure of changing the erroneous admission made in the ports to the appropriate admission status.

Office or Division:	Immigration Regulation Division (IRD)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with incorrect admission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</p>	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Present:	Applicant



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 For Balikbayan: Photocopy of Marriage or Birth Certificate	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer</i> IRD
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Evaluation Officer</i> IRD
	<i>For Support: Transmit application to IRD Main Office</i>	Courier Fees	2 Days*	<i>Alien Control Officer (ACO)</i> Concerned Support Office
None	3. Check of Derogatory records	None	10 Minutes	<i>Administrative Staff</i> IRD
None	4. Review and approval/disapproval of application	None	10 Minutes	<i>Administrative Staff</i> IRD
None	5. Implement the correction on passport	None	5 Minutes	<i>Immigration Officer (IO)</i> IRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 Days*	Administrative Staff IRD
3. Receive notification	6.Notify client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	Administrative Staff IRD
4. Present the Claim Stub and Receive the passport with the correction	7.Secure claim stub and release the passport	None	1 Minute	Administrative Staff IRD
TOTAL		None Courier Fees	37 Minutes, if filed at IRD Main Office	
			4 Days, 37 Minutes,* if filed thru Subport Offices	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

5. Failed To Stamp (Encoded)

Stamping of admission to the applicant's passport who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is encoded in the Bureau's Information System.

Office or Division:	Immigration Regulation Division (IRD)
Classification:	Complex Transaction



Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is encoded in the Bureau's Information System.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1</p> <p>a. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)</p> <p>b. Valid original passport</p>	<p>1. BI Public Information Assistance Unit/BI Website www.immigration.gov.ph/</p> <p>2. Client/Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form and reviews the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue claim stub to applicant indicating the date of release.	None	1 Minute	<i>Administrative Staff IRD</i>
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	2 Days*	<i>Alien Control Officer (ACO)</i>
None	3. Check the Derogatory records	None	10 Minutes	<i>Administrative Staff IRDI</i>
None	4. Secure the flight manifest from Records Section/Airlines	None	2 Days	<i>Administrative Staff IRD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Review the application	None	10 Minutes	<i>Administrative Staff</i> IRD
None	6. Draft Order on the approval/disapproval of application	None	30 Minutes	<i>Administrative Staff</i> IRD
None	7. Review the Order	None	15 Minutes	<i>Chief</i> IRD
None	8. Approve/Disapprove the Order	None	1 Day	<i>Commissioner</i>
None	9. Implement stamp on passport <i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	None Courier Fees	5 Minutes	<i>Immigration Officer</i> IRD
			2 Days*	<i>Administrative Staff</i> IRD
3. Check the IRD Monitor Notification	10. Notify the client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	<i>Administrative Staff</i> IRD
4. Present the Claim Stub and Receive the passport	11. Secure claim stub and release the passport	None	1 Minute	<i>Administrative Staff</i> IRD/Authorized Subport Office
TOTAL		None Courier Fees	3 Days, 12 Minutes, filed at IRD Main Office	
			4 Days, 37 Minutes, filed	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			thru Support Offices	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies
*subject to courier delivery lead time

6. Failed To Check (No Stamp And No Encoding)

Stamping and encoding of admission of those who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure was not encoded in the Bureau's Information System.

Office or Division:	Immigration Regulation Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is not encoded in the Bureau's Information System.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form RD01.QF.005 Rev 1</p> <ol style="list-style-type: none"> 1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03) 2. Valid original passport 3. Original copy of vessel certification of actual boarding in a voyage or airline certification of actual boarding in a flight, with authenticated copy of passenger manifest 	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>BI Public Information Assistance Unit/ BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



4. Other supporting documents (used boarding pass, flight itinerary/ticket etc.)	Shipping Company/Airline Company Client/Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form and review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Administrative Staff IRD</i>
	<i>For Support: Transmit application to IRD Main Office</i>	Courier fees	<i>2 Days*</i>	<i>Alien Control Office (ACO)</i>
None	3. Check Travel and Derogatory records	None	10 Minutes	<i>Administrative Staff IRD</i>
None	4. Secure the flight manifest from Records Section/Airlines	None	2 Days	<i>Administrative Staff IRD</i>
None	5. Draft the Order	None	5 Minutes	<i>Administrative Staff IRD</i>
None	6. Review the application	None	5 Minutes	<i>Supervisor IRD</i>
None	7. Recommend Approval/ Disapproval of application	None	10 Minutes	<i>Chief IRD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	8. Grant Approval/ Disapproval of the Commissioner	None	1 Day	<i>Commissioner</i>
None	9. Implement the stamp on passport	None	5 Minutes	<i>Immigration Officer IRD</i>
None	10. Encode approved entry in system <i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	None	10 Minutes	<i>Immigration Officer IRD</i>
		Courier Fees	2 Days*	<i>Administrative Staff IRD</i>
3. Receive notification	11. Notify the client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	<i>Administrative Staff IRD</i>
4. Present the Claim Stub and Receive the passport	12. Secure the claim stub and releases the passport	None	1 Minute	<i>Administrative Staff IRD / Authorized Subport Office</i>
TOTAL		None	4 Days, 23 Hours, 14 Minutes, filed at IRD Main Office	
		Courier Fees	8 Days, 23 Hours, 14 Minutes, filed thru Subport Offices	



Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

7. Failed To Encode (With Stamp)

Encoding of the admission status in Bureau's Information System.

Office or Division:	Immigration Regulation Division
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was stamped by the Primary Inspector and his/her arrival/departure is not encoded in the Bureau's Information System.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form RD01.QF.005 Rev 1 1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03) 2. Valid original passport 3. Original copy of vessel certification of actual boarding in a voyage or airline certification of actual boarding in a flight, with authenticated copy of passenger manifest 4. Other supporting documents (used boarding pass, flight itinerary/ticket etc.)	BI Public Information Assistance Unit/ BI Website www.immigration.gov.ph/ Client/Applicant Shipping Company/Airline Company Client/Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form and review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release. <i>For Subport: Transmit application to IRD Main Office</i>	None	1 Minute	<i>Administrative Staff IRD</i>
		Courier Fees	2 Days*	<i>Alien Control Office (ACO)</i>
None	3. Check the Travel and Derogatory records	None	10 Minutes	<i>Administrative Staff IRD</i>
None	4. Secure the flight manifest from Records Section/Airlines		2 Days	<i>Administrative Staff IRD</i>
None	5. Draft the Order		5 Minutes	<i>Supervisor IRD</i>
None	6. Review the application		5 Minutes	<i>Administrative Staff IRD</i>
None	7. Recommend Approval/ Disapproval		10 Minutes	<i>Chief IRD</i>
None	8. Approve/ Disapprove application		1 Day	<i>Commissioner</i>
None	9. Encode the approved entry in system		10 Minutes	<i>Immigration Officer IRD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>			
3. Check IRD Monitor	10. Notify the client via IRD monitor on the approval of the application	None	5 Minutes	Administrative Staff IRD
4. Present the Claim Stub and Receive the passport	11. Secure the claim stub and release the passport	None	1 Minute	Administrative Staff IRD / Authorized Subport Office
TOTAL		None	1 Day 52 Minutes, filed at IRD Main Office	
		Courier Fees	5 Days, 52 Minutes, filed thru Subport Offices	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

8. Conversion to 9E Visa (Official of A Foreign Government Or Accredited International Organization)

Change of immigration status from Temporary Visitor's Visa to 9(E) Visa.

Office or Division:	Immigration Regulation Division
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Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Any accredited official of a foreign government recognized by the government of the Philippines, his family, attendants, servants and employees.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI IRD01.QF.009</p> <ol style="list-style-type: none"> 1. Endorsement from the Department of Foreign Affairs (DFA) with copy of Note Verbale 2. Photocopy of bio-page of applicant's passport and latest admission 3. Latest visa issued by the DFA, if applicable 	<p>BI Public Information Assistance Unit /</p> <p>BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p> <p>Client/Applicant</p> <p>Client/Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Frontline personnel</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. Check the Derogatory records		10 Minutes	<i>Administrative Staff</i> IRD
	2.2. Draft the Order		5 Minutes	<i>Supervisor</i> IRD
	2.3. Review the application		5 Minutes	<i>Administrative Staff</i> IRD
	2.4. Recommend Approval/Disapproval		10 Minutes	<i>Chief</i> IRD
	2.5. Grant Approval/Disapproval		1 Day	<i>Commissioner</i>
3. Receive notification	3. Notify the client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	<i>Immigration Officer</i> IRD
4. Present the Claim Stub and Receive the passport with the implemented visa	4. Collect the claim stub and releases the passport	None	1 Minute	<i>Administrative Staff</i> IRD
TOTAL		None	1 Day, 42 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies.



9.Annotation As a Dependent of A Foreign Government Official

Annotation as a Dependent of a Foreign Government Official on the dependent's passport.

Office or Division:	Immigration Regulation Division
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A dependent child of a Foreign Government Official who was born in the Philippines.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI IRD01.QF.010 1. Endorsement from the Department of Foreign Affairs (DFA) with copy of Note Verbale 2. Photocopy of bio-page of Principal's passport and latest admission 3. Photocopy of Birth Certificate of the dependent born in the Philippines 4. Latest visa issued by the DFA, if applicable	BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/ Client/Applicant Client/Applicant Client/Applicant Client/Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1.Review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive claim stub	2.Issue the claim stub to applicant indicating the date of release.	None	1 Minute	<i>Evaluation Officer</i>
	2.1. Check the Derogatory records	None	10 Minutes	<i>Administrative Staff IRD</i>
	2.2. Draft the Order		5 Minutes	<i>Supervisor IRD</i>
	2.3. Review the application		5 Minutes	<i>Administrative Staff IRD</i>
	2.4. Recommend Approval/Disapproval of Chief, IRD		10 Minutes	<i>Chief IRD</i>
	2.5. Grant Approval/Disapproval of the Commissioner		1 Day	<i>Commissioner</i>
	2.6. Annotate the dependent's status on passport		5 Minutes	<i>Immigration Officer IRD</i>
3. Check IRD Monitor	3.. Notify the client via BI website & IRD monitor on the approval of the application	None	5 Minutes	<i>Immigration Officer IRD</i>
4. Present the Claim Stub and Receive the passport with the implemented visa	4. Collect the claim stub and release the passport	None	1 Minute	<i>Administrative Staff IRD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL			2 Days, 2 Hours, 37 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

10. Downgrading of 9E Visas

Reversion of 9(e) visa to Temporary Visitor's Visa (9a).

Office or Division:	Immigration Regulation Division
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have a new passport.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.001 Rev 2 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.	BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/ Client/Applicant



<p>a) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein;</p>	<p>Client/Applicant</p>
<p>b) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and</p>	<p>Client/Applicant</p>
<p>2. Photocopy of passport biopage, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay.</p>	<p>Client/Applicant</p>
<p>3. Certificate of Employment from the Embassy/Consulate/International Organization</p>	
<p>4. Endorsement from the Department of Foreign Affairs and copy of Embassy's Note Verbale, if applicable.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the complete documentary requirements for assessment</p>	<p>1. Review the completeness of application and eligibility of applicant</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Evaluation Officer</i></p>
<p>2. Receive the claim stub</p>	<p>2. Issue the claim stub to applicant indicating the date of release.</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Frontline personnel</i></p>
	<p>2.1. Check the Derogatory records</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Administrative Staff IRD</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Draft the Order	None	5 Minutes	<i>Supervisor</i> IRD
	2.3. Review the application	None	10 Minutes	<i>Administrative Staff</i> IRD
	2.4. Recommend Approval/Disapproval of Chief, IRD		10 Minutes	<i>Chief</i> IRD
	2.5. Grant Approval/Disapproval of the Commissioner		1 Day	<i>Commissioner</i>
	2.6. Implement the stamp on passport		5 Minutes	<i>Immigration Officer</i> RD
3. Receive notification	3. Notify the client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	<i>Immigration Officer</i> IRD, MISD
4. Receive copy of order	4. Release the copy of order	None	1 Minute	<i>Administrative Staff</i> IRD
5. Submit the passport and the claim stub upon notification of the approval of visa downgrading.	5. Implement the Downgrading of visa on passport.	None	5 Minutes	<i>Immigration Officer</i> IRD
6. Present the Claim Stub and receive the passport with the implemented downgrading	6. Collect the claim stub and release the passport	None	1 Minute	<i>Administrative Staff</i> IRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	1 Day, 58 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies



IMMIGRATION REGULATION DIVISION (IRD)
BAY SERVICE SECTION
External Services



1. Disembarkation / Sign-Off For Filipino Seafarers

Request for clearance for disembarking Filipino seafarers.

Office or Division:	Bay Service Section (BSS)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form 2014-10-009 Rev 1</p> <ol style="list-style-type: none"> 1. Two (2) 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. One (1) copy of guarantee letter from the local shipping/manning agency; 3. Derogatory record verification (No Derogatory Stamp); 4. Photocopy of seafarer's passport bio-page; 5. Photocopy of seaman's book; 6. Photocopy of arrival crew list duly signed by the captain; 7. Photocopy of vessel ports of call; 	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment complete documentary requirements	1. Review completeness of application	None	5 Minutes	<i>Administrative Staff</i> BSS
	2. Check Derogatory records With derogatory hit: To advise applicant to proceed to the Certification and Clearance Section for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.		15 Minutes	<i>Administrative Staff</i> VERIFICATION AND COMPLIANCE DIVISION(VCD)
	3. Recommend Approval		10 Minutes	<i>Supervisor/Immigration Officer</i> BSS
	4. Grant Approval of BSS Chief		15 Minutes	<i>Chief</i> BSS
2. Wait for PA Announcement	5. Notify client via PA System of the Approval		2 Minutes	<i>Administrative Staff</i> BSS
TOTAL:		None	37 Minutes	



2. Filipino Supernumerary

Request for clearance for Filipino Supernumerary.

Office or Division:	Bay Service Section (BSS)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Local Shipping Companies / Local Manning Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form</p> <ol style="list-style-type: none"> 1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency fro the joining of the Filipino supernumerary; 2. One (1) copy of guarantee letter from the local shipping/ manning agency; 3. Derogatory record verification (No Derogatory Stamp); 4. Shipping notice/advice of vessel's arrival; 5. Present the original copies of the following: <ol style="list-style-type: none"> a.) Passport of the supernumerary; b.) Official receipt of the travel tax/reduce tax from the Department of Tourism (DOT); c.) Marriage Certificate of the joining spouse or d.) Return ticket, if to disembark at the foreign port; e.) Entry Visa for the next foreign port, if required; 6. Attach a photocopy of the following: 	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



a.) Seafarer's contract; b.) Seafarer's passport bio-page; c.) Seaman's book; d.) Supernumerary's passport bio-page; e.) Official receipt of the travel tax/reduce tax from the DOT; f.) Marriage Certificate of the joining spouse g.) Return ticket if to disembark at the foreign port; h.) Entry Visa for the next foreign port, if required; and 7. Accomplished Immigration departure card.	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment complete documentary requirements	1. Review completeness of application	None	5 Minutes	<i>Administrative Staff</i> BSS
None	2. Process application and check derogatory records With derogatory hit: Advise applicant to proceed to the Certification and Clearance Section for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request		15 Minutes	<i>Administrative Staff</i> VERIFICATION AND COMPLIANCE DIVISION (VCD)
None	3. Evaluate documents for supernumerary		10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS

BUREAU OF IMMIGRATION
 CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Grant Approval		15 Minutes	Chief BSS
2. Wait for PA Announcement	5. Notify client via PA System of the Approval	None	2 Minutes	Administrative Staff BSS
3. Receive copy of approved request	6. Release copy of Approved Request for embarking supernumerary	None	1 Minute	Administrative Staff BSS
TOTAL:		None	48 Minutes	



3. Foreign Supernumerary

Request for clearance for Foreign Supernumerary.

Office or Division:	Bay Service Section (BSS)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Local Shipping Companies / Local Manning Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment complete documentary requirements	1. Review completeness of application	None	5 Minutes	<i>Administrative Staff</i> BSS
None	2.Process the application Check Derogatory records With derogatory hit: Advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.		15 Minutes	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Without derogatory hit: Impress "No Derogatory Record" on letter request			
None	3. Evaluate of documents for change crew		10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS
None	4. Grant Approval		15 Minutes	<i>Chief</i> BSS
2. Wait for PA Announcement	5. Notify client via PA System of the Approval	None	2 Minutes	<i>Administrative Staff</i> BSS
3. Receive copy of approved request	6. Release copy of Approved Request for Sign Off	None	1 Minute	<i>Administrative Staff</i> BSS
TOTAL:		None	48 Minutes	



4. Joining / Sign-On For Filipino Seafarers

Request for clearance for embarking Filipino seafarers

Office or Division:	Bay Service Section (BSS)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form 2014-10-007 Rev 0</p> <ol style="list-style-type: none"> 1. Two (2) 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. One (1) copy of guarantee letter from the local shipping/manning agency; 3. Derogatory record verification (No Derogatory stamp); 4. Shipping notice/advice of vessel's arrival; 5. Photocopy of seafarer's passport bio-page; 6. Photocopy of seaman's book; 7. Photocopy of Contract of Employment; 8. Photocopy of Overseas Employment Certificate (OEC); 9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer. 	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment of complete documentary requirements	1. Receive and review completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Administrative Staff</i> BSS
	1.1. Check Derogatory records With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request		15 Minutes	<i>Administrative Staff</i> BSS I
	1.2. Evaluate documents for change crew		10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS
	1.3. Grant Approval		15 Minutes	<i>Chief</i> BSS
2. Wait for PA Announcement	2. Notify client via PA System of the Approval	None	2 Minutes	<i>Administrative Staff</i> BSS
3. Receive copy of approved request	3.1 Release copy of Approved Request for Sign On	None	1 Minute	<i>Administrative Staff</i> BSS
TOTAL:		None	48 Minutes	

5. Joining / Sign-On For Foreign Seafarers

Request for clearance for embarking Foreign seafarers



Office or Division:	Bay Service Section
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Embarking foreign seafarers may file their request thru their local shipping companies / local manning agency.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form 2014-10-010 Rev 0</p> <ol style="list-style-type: none"> 1. Two (2) 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. One (1) copy of guarantee letter from the local shipping/manning agency; 3. Derogatory record verification (No Derogatory Stamp); 4. Photocopy of seafarer's passport bio-page; 5. Photocopy of seaman's 9(c) visa issued by the Philippine Foreign Service Post; 6. Photocopy of seaman's book; 7. Notice of Arrival of vessel; 8. Confirmed flight itinerary; 9. If there is no seaman's visa, submit the following; <ol style="list-style-type: none"> a. Letter of explanation stating the reason(s) for the failure to secure seaman's 9(c) visa; b. Approval by the Chief, Bay Service Section on the request from the shipping/manning agency for joining (sign-on); and 	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



c. Original and photocopy of the official receipt of the payment of administrative fine(s), Waiver of Exclusion Ground (WEG).	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment of complete documentary requirements	1.1. Review completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Administrative Staff</i> BSS
	1.2. Checking of Derogatory records With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request		15 Minutes	<i>Administrative Staff</i> VERIFICATION AND CLEARANCE DIVISION (VCD)
	1.3 Evaluation of documents for change crew with 9C visa		10 Minutes	<i>Supervisor</i> BSS
	1.5 Issue Order of Payment Slip		5 Minutes	<i>Administrative Staff</i> BSS
2. Submit Order of Payment Slip and payment to Cashier	3.1. Receive the application. Attach the Receipt to the folder of the applicant		5 Minutes	<i>Cashier</i>
3. Submit the complete application	3.2 Approval of BSS Chief		15 Minutes	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Wait for PA Announcement	4.1. Notify client via PA System of the Approval		1 Minute	Chief BSS
5. Receive copy of approved request	5.1 Release copy of Approved Request		2 Minutes	Administrative Staff BSS
TOTAL if processed under Express Lane:		PHP 3,010.00	58 Minutes	
TOTAL if processed under Regular Lane:		PHP 2,510.00	3 Days	

6. Repatriation / Sign-Off For Foreign Seafarers

Request for clearance for disembarking foreign seafarers.

Office or Division:	Bay Service Section (BSS)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form 2014-10-011 Rev 0</p> <p>1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency to allow the repatriation (signing-off) of Foreign seafarer;</p>	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p> <p>Client/Applicant</p>



<p>2. One (1) copy of guarantee letter from the local shipping/manning agency;</p> <p>3. Derogatory record verification (No Derogatory Stamp);</p> <p>4. Shipping notice/advice of vessel's arrival;</p> <p>5. Photocopy of seafarer's passport bio-page;</p> <p>6. Photocopy of seaman's book;</p> <p>7. Photocopy of visaed crew list or the official receipt of the visa crew list fee;</p> <p>8. Confirmed airline ticket</p> <p>9. Vessel ports of call;</p> <p>10. Arriving Crew List;</p> <p>11. BOQ Individual Medical Clearance;</p> <p>12. For Medical Evacuation (MEDEVAC): Letter request addressed to the Commissioner thru the Chief, BSS, BOQ Medical Certificate and Letter Acceptance from the hospital.</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit for assessment complete documentary requirements</p>	<p>1.1. Review completeness of application and eligibility of applicant; Impress "BSS Received"</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Administrative Staff</i> BSS</p>
	<p>1.2 Checking of Derogatory records</p> <p>With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.</p> <p>Without derogatory hit: Impress "No Derogatory Record" on letter request</p>		<p>15 Minutes</p>	<p><i>Administrative Staff</i> VERIFICATION AND CLEARANCE DIVISION (VCD)</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issue Order of Payment Slip	CE WAIVER- <i>PHP</i> 1000.00 LRF - <i>PHP</i> 10.00 *Express Lane Fee - <i>PHP</i> 500.00	5 Minutes	<i>Administrative Staff</i> BSS
2. Submit Order of Payment Slip and payment to Cashier	2. Issue Official Receipt	None	5 Minutes	Cashier
3. Submit the complete application	3. Receive the application. Attach the Receipt to the folder of the applicant	None	1 Minute	<i>Administrative Staff</i> BSS
	3.1 Evaluation of documents for change crew	None	10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS
	3.2. Grant Approval	None	15 Minutes	<i>Chief</i> BSS
4. Wait for PA Announcement	4.1. Notify client via PA System of the Approval	None	2 Minutes	<i>Administrative Staff</i> BSS
5. Receive copy of approved request	5.1 Release copy of Approved Request for Sign Off	None	1 Minute	<i>Administrative Staff</i> BSS
TOTAL if processed under Express Lane:		PHP 1,510.00	59 Minutes	
TOTAL if processed under Regular Lane:		PHP 1,010.00	3 Days	

7. Payment of Crew Visa Free/Administrative Fine

Request of payment for Crew Visa Fee



Office or Division:	Immigration Regulation Division (IRD)-Bay Service Section (BSS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies/local manning agency representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>	
1. Two (2) copies of letter request address to the Commissioner from the Locally appointed Shipping Company/ Local Manning Agency Representative;	Applicant
2. One (1) Letter of explanation stating the reason(s) for the failure to secure Visaed Crew List;	Applicant
3. One (1) Photocopy of Arriving Crew List	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 Minutes	<i>Administrative Staff</i> Verification and Compliance Division (VCD)
	1.2 Issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Administrative Staff</i> BSS
2. Present the OPS to the Cashier for payment	2. Issue the Official Receipt.	Administrative Fine: PHP 500.00/crew Visa Crew List Fee PHP 100.00/crew LRF – PHP 10.00 Express Lane – PHP 500.00	10 Minutes	<i>Cashier</i> Cash Section
3. Submit the complete application	3. Receive the application. Attach the Receipt to the folder of the applicant.	None	1 Minute	<i>Administrative Staff</i> BSS
	3.1 Evaluate the documents for change crew.	None	10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS
	3.2 Approval of the BSS Chief.	None	15 Minutes	<i>Chief</i> BSS
4. Wait for the PA announcement	4. Notify the applicant via PA System of the Approval	None	2 Minutes	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive the copy of approved request	5. Release the copy of the Approved Request for payment of Crew Visa Fee	None	1 Minute	<i>Administrative Staff</i> BSS
TOTAL:		PHP 1,110.00	59 Minutes	

8. Submission Of Notice Of Arrival (NOA) For Local Boarding Assignment

Submit NOA for Local Boarding

Office or Division:	Bay Service Section (BSS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Arriving vessel from abroad thru their Local Shipping Companies / Local Manning Agency Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form</p> <ol style="list-style-type: none"> Two (2) copies of Notice of Arrival (NOA); One (1) copy of arrival crew list; and Photocopy of Voyage Memo or Ports of Call. 	<p>BI Public Information Assistance Unit /</p> <p>BI Website www.immigration.gov.ph</p> <p>Client/Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment of complete documentary requirements	1.1 Review completeness of documents	None	5 Minutes	<i>Administrative Staff</i> BSS
2. Wait for PA Announcement	2.1 Notify client via PA System and release copy of NOA	None	2 Minutes	<i>Administrative Staff</i> BSS
	TOTAL		7 Minutes	

9. Submission Of Notice Of Arrival (Noa) For International Boarding Assignment

Submit NOA for International Boarding

Office or Division:	Bay Service Section (BSS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Arriving Cruise Ship from abroad to conduct Advance International Boarding for Immigration Officers thru Local Shipping Companies / Local Manning Agency Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form	BI Public Information Assistance Unit /



1. Two (2) copies of Notice of Arrival; 2. Two (2) copies of Letter of Guarantee; and 3. Photocopy of Voyage Memo or Ports of Call.	BI Website www.immigration.gov.ph Client/Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment of complete documentary requirements	1. Review completeness of documents	None	5 Minutes	Administrative Staff BSS
2. Wait for PA Announcement	2. Notify client via PA System and release copy of NOA	None	2 Minutes	Administrative Staff BSS
	TOTAL	None	7 Minutes	

10. Payment On Late Filing / Non-Filing Of Foreign Seafarer's Notice Of Departure (Repatriation Of Crew)

Request of payment for Late filing / Non filing

Office or Division:	Bay Service Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen



Who may avail:	Arriving Cruise Ship from abroad to conduct Advance International Boarding for Immigration Officers thru Local Shipping Companies / Local Manning Agency Representative
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in BI Form</p> <ol style="list-style-type: none"> 1. Two (2) copies of letter request addressed to the Commissioner from the Locally Appointed Shipping Company/Local Manning Agency Representative; 2. One (1) Letter of Explanation stating the reason(s) for failure to inform BSS office on seafarer's Notice of Departure; 3. One (1) photocopy of Arrival Crew List; 4. One (1) photocopy of Ports of call; 5. One (1) photocopy of seafarer's passport bio-page; 6. One (1) photocopy of seaman's book; 7. One (1) photocopy of visaed crew list/ 9(c) visa/ Official Receipts for payment of Crew Visa. 	<p>BI Public Information Assistance Unit /</p> <p>BI Website www.immigration.gov.ph</p> <p>Client/Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit for assessment of complete documentary requirements	1. Review completeness of documents and eligibility of applicant; Impress "BSS received"	None	5 Minutes	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2. Check Derogatory records With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request	None	15 Minutes	<i>Administrative Staff</i> Verification and Compliance Division (VCD)
	3. Evaluate documents for change crew with or without 9 (c) visa	None	10 Minutes	<i>Supervisor/ Immigration Officer</i> BSS
	4. Issue Order of Payment Slip	None	5 Minutes	<i>Administrative Staff</i> BSS
2. Submit Order of Payment Slip and Payment to Cashier	5. Issue Official Receipt	Administrative Fine - PHP 1,000.00 LRF - PHP 10.00 Express Fee - PHP 500.00	5 Minutes	<i>Cashier</i> Cash Section
3. Submit the complete request	6. Grant Approval of	None	15 Minutes	<i>Chief</i> BSS
4. Wait for PA Announcement	7. Notify client via PA System	None	1 Minute	<i>Administrative Staff</i> BSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive copy of approved request	8. Release copy of request approval	None	2 Minutes	<i>Administrative Staff</i> BSS
TOTAL if processed under Express Lane		PHP 1,510.00	58 Minutes	
TOTAL if processed under Regular Lane		PHP 1,010.00	3 Days	



IMMIGRATION REGULATION DIVISION (IRD)
STUDENT VISA SECTION (SVS)
External Services



1. Accredited Liaison Officer ID Issuance

Accredited Liaison Officers are issued Identification Cards for purposes of transacting with the Bureau.

* *The Liaison Officer ID has a validity of 1 year, indicated on the reverse side of the card. Renewal is required every year.*

* *A penalty of PHP 500 will be applied in addition to the below-denoted fees in case of late renewal of Liaison Officer ID*

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2C – Government to Citizen
Type of Transaction:	Simple
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
1. Endorsement letter from accredited Schools/Institution	Applicant/client
2. Two (2) Original, fully accomplished copies of Application Form (BI Form 2014-02-008 Rev. 0)	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Two (2) 2x2 ID picture with white background taken within 3 Months prior to application	Applicant/client
4. Valid PNP/ NBI Clearance	PNP/NBI
5. Duly-authenticated copy of school-issued ID	School
6. Proof of employment in the school	School

7. Updated school report on foreign students	School
8. Photocopy of Bureau- issued Certificate of Accreditation of School/Institution	School
9. Two (2) photocopies of official receipt of payment for Accredited Liaison Officer application	Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Review completeness of application details.	None	30 Minutes	<i>Evaluation Officer</i> Student Visa Section, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	2.1. Issue Order of Payment Slip (OPS) to the applicant.	None	5 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	3. Issue Official Receipt.	PHP 850.00	5 Minutes	<i>Cashier</i> Windows 1 or 2, Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
4. Photocopy the Official Receipt (2 copies) and		None	5 Minutes	<i>Receiving Staff/Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
attach to the requirements.	4. Receive the completed requirements with photocopy of O.R.			Desk 2-Receiving, Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Receive Claim Stub	5. Submit the complete requirements to the L.O. ID Station and issue claim stub to applicant.	None	5 Minutes	<i>Receiving Staff/Officer</i> Desk 2-Receiving, Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	5.1. Encode applicant details to database and print L.O. ID duly signed by the Acting Chief/alternate signatory.	None	3 Days	<i>L.O. ID Issuance Officer</i> <i>Acting Chief/Alternate Signatory</i> Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
6. Present claim stub to get the Liaison Officer's ID.	6. Release ID Card to the applicant	None	5 Minutes	<i>Releasing Staff</i> Window 3-Releasing, Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	Total:	PHP 850.00	3 Days and 1 Hour	



2. Amendment of School Address (Private)

Amendment of the address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2B – Government to Business
Type of Transaction:	Simple Transaction
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission
2) Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed before the SEC	School records/ Securities and Exchange Commission
3) Latest valid Business Permit	Local Government Unit (LGU)
4) Latest valid Sanitary Permit	LGU
5) Latest Fire Safety Inspection Certificate	LGU
6) Copy of Authority to Accept Foreign Students Order	Applicant School
7) Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School



8) Letter request for amendment of school address, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving Staff/Officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	30 Minutes	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express - PHP 1,510.00 Regular -	5 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 1,010.00		Building C, Quezon City hall complex
4. Assist BI inspection team	5. Conduct ocular inspection of the school premises and to prepare inspection report *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express – 3 Weeks Regular – 6 Weeks	<i>Inspection Officer</i> Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Preparation of the Certificate of School Amendment for recommending approval of SVS Chief and transmittal to Commissioner for signature.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release amendment certificate duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total		Express- PHP 1,510.00	4 Weeks and 1 Hour	
		Regular PHP 1,010.00	8 Weeks and 1 Hour	



3. Amendment of School Address (Public)

Amendment of the address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2B – Government to Business
Type of Transaction:	Simple
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Certified True Copy of Charter for State Universities and Colleges;	School records
2) Amended/ Updated BIR Certificate of Registration	BIR
3) Latest valid Sanitary Permit	Local Government Unit (LGU)
4) Latest Fire Safety Inspection Certificate	LGU
5) Copy of Authority to Accept Foreign Students Order	Applicant School
6) Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School
7) Letter request for amendment of school address, indicating contact person, contact phone number and school official email, addressed to	Applicant School

the Commissioner of Immigration Thru the Chief of the Student Visa Section	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 1,510.00 Regular – PHP 1,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assist BI inspection team	5. Conduct ocular inspection of the school premises and to prepare inspection report *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express – 21 Days Regular – 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Preparation of the Certificate of School Amendment for recommending approval of SVS Chief and transmittal to Commissioner for signature.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release amendment certificate duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL:		Express – PHP 1,510.00 Regular – PHP 1,010.00	4 Weeks and 1 Hour 8 Weeks and 1 Hour	



4. Amendment of School Name (Private)

Amendment of the name of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2B – Government to Business
Type of Transaction:	Complex Transaction
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	1) School records/ Securities and Exchange Commission
2) Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended name filed before the SEC	2) School records/ Securities and Exchange Commission
3) Latest valid Business Permit	3) LGU
4) Latest valid Sanitary Permit	4) LGU
5) Latest Fire Safety Inspection Certificate	5) LGU
6) Copy of Authority to Accept Foreign Students Order	6) Applicant School
	7) Applicant School



7) Letter request for amendment of school name, indicating contact person, contact phone number and school official email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 1,010.00 Regular – PHP 510.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, student visa section, 2 nd floor, Civic Center Building C, Quezon City hall complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Preparation of the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
4. Present Claim Stub for receiving of documents.	6. Release amendment certificate duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL:		Express – PHP 1,010.00	1 week and 30 Minutes	
		Regular – PHP 510.00	1 Month, 1 Day and 30 Minutes	

5. Amendment of School Name (Public)

Amendment of the address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2B – Government to Business
Type of Transaction:	Simple Transaction



Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Certified True Copy of Amended Charter for State Universities and Colleges; 2) Latest valid Sanitary Permit 3) Latest Fire Safety Inspection Certificate 4) Copy of Authority to Accept Foreign Students Order 5) Letter request for amendment of school name, indicating contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	1) School records/ Securities and Exchange Commission 2) LGU 3) LGU 4) Applicant School records 5) Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6-Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 1,510.00 Regular – PHP 1,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, student visa section, 2 nd floor, Civic Center Building C, Quezon City hall complex
None	5. Preparation of the Certificate of School Amendment for recommending approval of SVS Chief and transmittal to Commissioner for signature.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
4. Present Claim Stub for receiving of documents.	6. Release amendment certificate duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	Express – PHP 1,510.00	1 week and 30 Minutes	
		Regular – PHP 1,010.00	1 Month, 1 Day and 30 Minutes	



6. 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 and Medicine program at a duly accredited learning institution.

** 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 (IRD) – Student Visa Section (SVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	The 9f Student Visa Conversion is issued to a foreign national who has established that: <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Petitioning school

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2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the Months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	2.1 Issue the Order of Payment Slip (OPS).	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Express – PHP 9,720.00 plus ACR I-Card Fee of USD 50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i> REGULAR – PHP 8,220.00 plus ACR I-Card Fee of USD 50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit application of ACR I-Card, then applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 Minutes	<i>Data Capture Staff</i> Window 5, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	5. Implement the duly approved visa on subject's passport.	None	Express – 2 Days Regular – 6 Days	<i>Implementors</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
5. Submit the claim stub.	6. Release the passport with implemented visa and ACR I-Card.	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL:		Express – PHP 9,720.00 plus ACR I-Card Fee of USD 50.00 (calculated accdg. To BSP Forex Rate on date of payment)	3 Days and 40 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Regular – PHP 8,220.00 plus ACR I-Card Fee of U.S. USD50.00(<i>calculated accdg. To BSP Forex Rate on date of payment</i>)	7 Days and 40 Minutes	



7. 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 (IRD) – Student Visa Section (SVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	The 9f Student Visa shall be downgraded to Temporary Visitor's Visa (TVV) upon confirmation that a foreign student: <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
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;	Applicant/client & petitioning school
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0);	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Copy of Latest Transcript of Records or Certificate of Grades;	Petitioning school
4. School Clearance (Certificate of No Financial Obligation)	Petitioning school
5. Photocopy of passport bio-page, visa implementation page and the pages bearing the latest admission, departure and valid authorized stay;	Applicant
6. Valid and correct National Bureau of Investigation (NBI) Clearance; and	National Bureau of Investigation
7. Valid passport.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form	2. Review the completeness of application details and enter applicant's details in the system.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and supporting documents				
	2.1 Issue the Order of Payment Slip (OPS).	None	10 Minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Express – Php 5,030.00 Regular – Php 4,030.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
a. If no issues:	4.a Implement downgrading	None	Express – 1 Day Regular – 2 Days	<i>Implementors</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
4.a. Present Claim Stub for receiving of documents.	5.a. Release the passport with downgrading to applicant.	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	TOTAL	Express – PHP 5,030.00 Regular – PHP 4,030.00	2 Days and 35 Minutes 3 Days and 35 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. If with issues:	4.b. If with issues, issue copy of Order for transmittal to IRD and Office of the Commissioner	None	Express – 2 Days Regular – 5 Days	<i>Communications Staff</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
None	5.b. Implement downgrading	None	Express – 1 Day Regular – 2 Days	<i>Implementors</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
4.b. Present Claim Stub for receiving of documents.	5.b. To release the passport, and copy of downgrading Order to applicant.	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL		Express – PHP 5,030.00 Regular – PHP 4,030.00	3 Days and 35 Minutes 7 Days and 35 Minutes	

8. 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	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education

7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
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	Bureau of Quarantine
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).	National Bureau of Investigation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	30 Minutes	<i>Evaluation Officer</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	2.1 Issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Express – PHP 7,030.00 plus ACR I-Card Fee U.S. USD100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i> Regular – PHP 5,530.00 plus ACR I-Card Fee U.S. USD100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	5 Minutes	Cashier Windows 1 or 2, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 Minutes	Data Capture Staff Window 5, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
None	5. Implement duly approved visa on subject's passport.	None	Express – 3 Days Regular – 7 Days	Implementors Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present Claim Stub for receiving of documents.	6. Release passport with implemented visa and ACR I-Card.	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL		Express – PHP 7,030.00 plus ACR I-Card Fee U.S. USD100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	3 Days and 1 Hour	
		Regular – PHP 5,530.00 plus ACR I-Card Fee U.S. USD100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	7 Days and 1 Hour	

9. Issuance of Certificate of School Accreditation (Private)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same



Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2B – Government to Business
Type of Transaction:	Simple
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed and received by the SEC	SEC
3. Latest valid Business Permit	LGU
4. Latest valid Sanitary Permit	LGU
5. Latest Fire Safety Inspection Certificate	LGU
6. BIR Certificate of Registration	BIR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications. 3.1. Notice of payment transmitted to BI Sub-port and School via Email	None	SVS Main Office: 10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 1,510.00 Regular – PHP 1,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Preparation of the Certificate of School Accreditation.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
4. Present Claim Stub for receiving of documents.	6. Release Certificate of School Accreditation duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL:		Express – PHP 1,510.00 Regular – PHP 1,010.00	1 week and 35 Minutes 1 Month, 1 Day and 35 Minutes	



10. Issuance of Certificate of School Accreditation (Public)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
2. Latest valid Sanitary Permit	LGU
3. Latest Fire Safety Inspection Certificate	LGU
4. BIR Certificate of Registration	BIR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 1,510.00 Regular – PHP 1,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex
None	5. Preparation of the Certificate of School Accreditation.	None	Express – 6 Days Regular – 1 Month	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
4. Present Claim Stub for receiving of documents.	6. Release Certificate of School Accreditation duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	Express – PHP 1,510.00 Regular – PHP 1,010.00	1 week and 35 Minutes 1 Month, 1 Day and 35 Minutes	

11. 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.

Office or Division:	Immigration Regulation Division – Student Visa Section
Classification:	G2C – Government to Citizen
Type of Transaction:	Complex
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);	1) www.immigration.gov.ph or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex 2) Client/applicant 3) Client/applicant

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<p>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.</p>	<p>4) Client/applicant 5) Client/applicant 6) Client/applicant 7) Client/applicant 8) Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex 9) Client/applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6-Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents and to surrender ACR I-Card	2. Review completeness of application details and enter applicant's details in the system.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.Submit Order of Payment Slip and payment to Cashier	4.Issue Official Receipt and claim stub	Express – PHP 1,210.00 Regular – PHP 710.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3.To appear for biometrics information capturing	5.Process capturing of biometrics information.	None	20 Minutes	<i>Data Capture Staff</i> Window 5, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
4.Present Claim Stub for receiving of documents.	6.Release of requested certificate.	NONE	Express – 2 Days Regular – 6 Days	<i>Implementor</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL		Express – PHP 1,210.00	3 Days and 45 Minutes	
		PHP 710.00	7 Days and 45 Minutes	



12. School Accreditation (Private, ESL)

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:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	1) School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	2) School records/ Securities and Exchange Commission
3. List of accredited courses and program and Certificate of TVET Program Registration from Technical Education and Skills Development Authority (TESDA)	3) TESDA
4. Trainers Methodology Certificate 1	4) TESDA
5. Information Bulletin (School Flyer, Printed Mission and Vision, Board of Directors Organizational Chart with names and pictures);	5) School records
6. Faculty Profile Matrix style - Name of Faculty, Educational Attainment, Position Title, Employment Status and Subjects handled;	6) School records
7. Colored pictures with label of school buildings showing the institution's name, classroom (1 copy per level), computer laboratories, libraries, male restrooms, female restrooms, toilet seats, in one legal size paper 6 pictures with label of location for fire extinguisher, fire alarms, fire exits and CCTV cameras for all floors;	7) School records

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8. Latest valid Business Permit	8) LGU
9. Latest valid Sanitary Permit	9) LGU
10. Latest valid Fire Safety Inspection Certificate	10) LGU
11. Letter request for accreditation, indicating each program/ course to be accredited, contact person, mobile number and school official email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	11) Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 50,510.00 Regular – PHP 50,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex
4. For new applications, Assist BI inspection team	5. For new applications, conduct ocular inspection of the school premises and to prepare inspection report *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express – 21 Days Regular: 42 Days	<i>Inspection Officer</i> Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Preparation of the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.	None	Express: 7 Days Regular: 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Total if processed under Express for NEW APPLICATIONS	PHP 50,510.00	4 weeks and 35 Minutes	
	Total if processed under Express for RENEWAL	PHP 50,510.00	8 Days and 35 Minutes	
	Total if processed under Regular for NEW APPLICATION	PHP 50,010.00	8 weeks and 35 Minutes	
	Total if processed under Regular for RENEWAL	PHP 50,010.00	15 Days and 35 Minutes	

13. School Accreditation (Private, Non-ESL)

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 (IRD) – Student Visa Section (SVS)
Classification:	G2B – Government to Business
Type of Transaction:	Highly Technical Transaction
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws	School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program/ Aviation Training Organization Certificate (ATOC) from Civil Aviation Authority of the Philippines (CAAP)/ License to Operate from Department of Health (DOH)	CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Printed Mission and Vision, Board of Directors Organizational Chart with names and pictures);	School records
6. Faculty Profile Matrix style - Name of Faculty, Educational Attainment, Position Title, Employment Status and Subjects handled (per level per college department);	School records
7. Colored pictures with label of school buildings showing the institution's name, classroom (1 copy per level per college department), computer laboratories, libraries, male restrooms, female restrooms,	School records



toilet seats, in one legal size paper 6 pictures with label of location for fire extinguisher, fire alarms, fire exits and CCTV cameras for all floors;	
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express – PHP 10,510.00 Regular – PHP 10,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex
4. For new applications, Assist BI inspection team	5. Conduct ocular, inspection of the school premises and to prepare inspection report (for new applications) *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express – 21 Days Regular – 42 Days	<i>Inspection Officer</i> Student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Prepare the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.	None	Express: 7 Days Regular: 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		PHP 10,510.00	4 weeks and 35 Minutes	



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Total if processed under Express for RENEWAL	PHP 10,510.00	8 Days and 35 Minutes	
	Total if processed under Regular for NEW APPLICATION	PHP 10,010.00	8 weeks and 35 Minutes	
	Total if processed under Regular for RENEWAL	PHP 10,010.00	15 Days and 35 Minutes	

14. School Accreditation (Public)

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 (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Certified True Copy of Charter for State Universities and Colleges;	School records
2) Level II Certificate of Accreditation issued by Accrediting Agency of Chartered Colleges and Universities of the Philippines (AACCU) /Association of Local Colleges and Universities Commission on Accreditation (ALCUCA);	National Network of Quality Assurance Agencies
3) List of accredited courses and programs from Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Department of Health (DOH)/ Technical Education and Skills Development Authority (TESDA)/ Civil Aviation Authority of the Philippines (CAAP)	CHED, DepEd, DOH, TESDA or CAAP
4. Information Bulletin (School Flyer, Printed Mission and Vision, Board of Directors Organizational Chart with names and pictures);	School records
5. Faculty Profile Matrix style - Name of Faculty, Educational Attainment, Position Title, Employment Status and Subjects handled (per level per college department);	School records
6. Colored pictures with label of school buildings showing the institution's name, classroom (1 copy per level per college department), computer laboratories, libraries, male restrooms, female restrooms, toilet seats, in one legal size paper 6 pictures with label of location for fire extinguisher, fire alarms, fire exits and CCTV cameras for all floors;	School records
7) Latest Sanitary Permit	LGU
8) Latest Fire Safety Inspection Certificate	LGU
9) BIR Certificate of Registration	BIR

10) Letter request for accreditation, indicating each program/ course to be accredited, contact person, mobile number and school official email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications. 3.1. Notice of payment transmitted to BI Sub-port and School via Email	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express: PHP 10,510.00	10 Minutes	<i>Cashier</i> Window 1 or 2, Student Visa Section, 2 nd floor, Civic Center



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Regular- PHP 10,010.00		Building C, Quezon City hall complex
4. For new applications, Assist BI inspection team	5.For new applications, conduct ocular inspection of the school premises and to prepare inspection report *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express- 21 Days Regular- 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Preparation of the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.	None	Express- 7 Days Regular- 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7.Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		Php 10,510	28 Days and 5 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Total if processed under Express for RENEWAL	Php 10,510	8 Days and 35 Minutes	
	Total if processed under Regular for NEW APPLICATION	Php 10,010	56 Days and 35 Minutes	
	Total if processed under Regular for RENEWAL	Php 10,010	15 Days and 35 Minutes	

15. School Accreditation of Separate Campus/Branch (Private, ESL)

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 (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission

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2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs; and Certificates of (TESDA) accredited courses and program	CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School Records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School Records
7. Pictures of buildings, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School Records
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU
10. Latest valid Fire Safety Inspection Certificate	LGU
11. Trainers Methodology Certificate/ TESOL Certificate	TESOL Philippines/TESDA
12. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch	Applicant School
13. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications. 3.1. Notice of payment transmitted to BI Sub-port and School via Email	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express- Php 50,510.00 Regular- Php 50,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. For new applications, Assist BI inspection team	5. For new applications, conduct ocular inspection of the school premises and to prepare inspection report *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express- 21 Days Regular- 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	6. Preparation of the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.		Express- 7 Days Regular: 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		Php 50,510	28 Days and 35 Minutes	
Total if processed under Express for RENEWAL		Php 50,510	8 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION		Php 50,010	56 Days and 35 Minutes	
Total if processed under Regular for RENEWAL		Php 50,010	15 Days and 35 Minutes	



16. School Accreditation of Separate Campus/Branch (Private, Non-ESL)

Authorization and accreditation of other branches/ campuses 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 (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs; and Certificates of (TESDA) accredited courses and program	CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School Records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School Records

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7. Pictures of buildings, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School Records
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU
10. Latest valid Fire Safety Inspection Certificate	LGU
11. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch	Applicant School
12. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2- Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications. 3.1. Notice of payment transmitted to BI Sub-port and School via Email	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express- PHP 10,510.00 Regular- PHP 10,010.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex
4. Assist BI inspection team (for new applications)	5. Conduct ocular inspection of the school premises and to prepare inspection report (for new applications) *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express- 21 Days Regular- 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	6. Prepare the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.		Express- 7 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Regular- 14 Days	
5. Present Claim Stub for receiving of documents.	7. Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		Php 10,510	28 Days and 35 Minutes	
Total if processed under Express for RENEWAL		Php 10,510	8 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION		Php 10,010	56 Days and 35 Minutes	
Total if processed under Regular for RENEWAL		Php 10,010	15 Days and 35 Minutes	



17. School Accreditation of Separate Campus/Branch (Public)

Authorization and accreditation of schools and 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 (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;	School records
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);	National Network of Quality Assurance Agencies
3. List of and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Department of Health (DOH) accredited courses and programs;	CHED, DepEd, or DOH
4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School Records
5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School Records
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School Records
7. Latest Sanitary Permit	LGU
8. Latest Fire Safety Inspection Certificate	LGU
9. BIR Certificate of Registration	BIR
10. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch	Applicant School



11. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6-Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications. 3.1. Notice of payment transmitted to BI Sub-port and School via Email	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express- PHP 10,510.00	10 Minutes	<i>Cashier</i> Window 1 or 2, Student Visa Section, 2 nd floor, Civic Center



		Regular- PHP 10,010.00		Building C, Quezon City hall complex
4. Assist BI inspection team (for new applications)	5. Conduct ocular inspection of the school premises and to prepare inspection report (for new applications) *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express- 21 Days Regular- 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	6. Prepare the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.		Express- 7 Days Regular- 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release Authority to Accept Foreign Students (AAFS) Order duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		PHP 10,510	28 Days and 35 Minutes	
Total if processed under Express for RENEWAL		PHP 10,510	8 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION		PHP 10,010	56 Days and 35 Minutes	



Total if processed under Regular for RENEWAL	PHP 10,010	15 Days and 35 Minutes	
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18. Simultaneous Amendment of School Name and Address (PRIVATE)

Amendment of the name and address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/Securities and Exchange Commission
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed before the SEC	School records/Securities and Exchange Commission
3. Latest valid Business Permit	LGU
4. Latest valid Sanitary Permit	LGU
5. Latest Fire Safety Inspection Certificate	LGU
6. Copy of Authority to Accept Foreign Students Order	Applicant School
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School
8. Letter request for amendment of school name and address, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip for Application fee for SVS Main applications.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express- PHP 2,010.00 Regular- PHP 1,510.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex
4. Assist BI inspection team (for new applications)	5. Conduct ocular inspection of the school premises and to prepare inspection report (for new applications)	None	Express- 21 Days	<i>Inspection Officer</i>



	*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.		Regula-: 42 Days	Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	6. Prepare the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.		Express- 7 Days Regular- 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release Certificate of Amendment duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		PHP 2,010	28 Days and 35 Minutes	
Total if processed under Express for RENEWAL		PHP 2,010	8 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION		PHP 1,510	56 Days and 35 Minutes	
Total if processed under Regular for RENEWAL		PHP 1,510	15 Days and 35 Minutes	



19. Simultaneous Amendment of School Name and Address (PUBLIC)

Amendment of the name and address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;	School records
2. Amended /Updated BIR Certificate of Registration	BIR
3. Latest valid Sanitary Permit	LGU
4. Latest Fire Safety Inspection Certificate	LGU
5. Copy of Authority to Accept Foreign Students Order	Applicant School
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School
7. Letter request for amendment of school address and name, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	1 Day	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to cashier	4. Issue Official Receipt.	Express- PHP 2,010.00 Regular- PHP 1,510.00	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City hall complex



4. Assist BI inspection team (for new applications)	5. Conduct ocular inspection of the school premises and to prepare inspection report (for new applications) *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors.	None	Express- 21 Days Regular- 42 Days	<i>Inspection Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	6. Prepare the Certificate of Amendment with recommending approval of SVS Chief and transmittal to the Commissioner for signature.		Express- 7 Days Regular- 14 Days	<i>School Accreditation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
5. Present Claim Stub for receiving of documents.	7. Release the Certificate of Amendment duly signed by the Commissioner	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		PHP 2,010	28 Days, 1 Day and 35 Minutes	
Total if processed under Express for RENEWAL		PHP 2,010	8 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION		PHP 1,510	57 Days and 35 Minutes	
Total if processed under Regular for RENEWAL		PHP 1,510	15 Days and 35 Minutes	

20. 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:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
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 ESDA 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	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	School records
2. Duly 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;	www.immigration.gov.ph or Student Visa Section, Window 6 - Information
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating number of Months (length of study) or the technical/vocational, special	Petitioning School

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and/or primary or secondary level courses for applicants below 18 years of age;	
5. Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning School
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
7. BI Clearance Certificate	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form	1. Provide applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	www.immigration.gov.ph or <i>Receiving staff/officer</i> Desk 2-Receiving or Window 6- Information, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit duly accomplished application form and supporting documents	2. Examine the completeness of the applications and all supporting documents submitted based on Checklist of Documentary requirements.	None	Regular- 3 Days Express 1 Day	<i>Evaluation Officer</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
None	3. Issue Order of Payment Slip.	None	10 Minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Submit Order of Payment Slip and payment to the cashier	4. Issue Official Receipt.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S.	10 Minutes	<i>Cashier</i> Windows 1 or 2, Student Visa Section, 2 nd floor, Civic Center



		USD 50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. USD 50.00 (BSP Forex Rate)		Building C, Quezon City hall complex
4. Present Claim Stub for receiving of SSP copy.	5. Release of Passport, and copy of permit of applicant	None	5 Minutes	<i>Releasing</i> Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
Total if processed under Express for NEW APPLICATIONS		PHP 5,240.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	1 Day and 35 Minutes	
		PHP 3,740.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	3 Days and 35 Minutes	
Total if processed under Regular for NEW APPLICATION				



IMMIGRATION REGULATION DIVISION (IRD)
TOURIST VISA SECTION (TVS)
External Services



1. EXTENSION OF TOURIST VISA – VISA WAIVER

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) Days authorized stay may request for an initial extension of twenty-nine (29) Days, thereby completing the 59-Day maximum initial stay for aliens.

Office or Division:	Tourist Visa Section (TVS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form	BI Public Information Assistance Unit /	
2. Passport of the applicant (original)	BI Website www.immigration.gov.ph/	
3. Bio page of the passport and latest arrival stamp (1 photocopy)		
<i>Additional requirements per visa category:</i>		
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable	Client/Applicant	
2. Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review completeness of application	None	5 Minutes	Assessors TVS
	1.1. Check derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessors TVS
	1.2. Verify travel record (latest arrival details, admission status, etc.)	None	13 Minutes	Assessors TVS
	1.3. Issue Order of Payment Slip and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors TVS
2. Submit Order of Payment Slip and payment to Cashier	2. Issue Official Receipt	Express Lane-	10 Minutes	Cashier



		PHP 3,130 w/ valid visa PHP 4,140 w/ expired visa Regular Lane- PHP 2,130 w/ valid visa		
3. Submit of Official Receipt	3. Approve visa extension	None	5 Minutes	<i>Visa Approving Officer</i> TVS
	3.1 Implement visa extension	None	5 Minutes	<i>Visa Implementing Officer</i> TVS
	3.2 Notify client via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 Minutes	<i>Staff-in-charge</i> TVS
4. Present BI Clearance Certificate and Conformity Sheet	4. Validate BI Clearance Certificate and Conformity Sheet	None	2 Minutes	<i>Staff-in-charge</i> TVS
5. Receive passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-in-charge</i> TVS
TOTAL if processed under Express Lane		PHP 3,130	1 Hour and 4 Minutes	
TOTAL if processed under Regular Lane		PHP 2,130	3 Working Days	



2. EXTENSION OF TOURIST VISA-VISA WAIVER (E-SERVICES / VISA WAIVER THROUGH ONLINE SYSTEM)

Foreign nationals who entered the Philippines visa-free under Executive Order. No. 408 with thirty (30) Days authorized stay may request through an online system for an initial extension of twenty-nine (29) Days, thereby completing the 59-Day maximum initial stay for aliens.

Office or Division:	Tourist Visa Section (TVS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	All foreign nationals admitted under Executive Order. No. 408 with less than 59 Days initial stay [Annex A]
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original passport	To be provided by the applicant
2. Registered electronic mail (e-mail)	To be provided by the applicant
3. Registered E-services Account	https://e-services.immigration.gov.ph/

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log-in to https://e-services.immigration.gov.ph/ then click "Visa Waiver". An instruction and information pop-up box will appear then click "Proceed". Accomplish the required (*) fields of information in the Visa Waiver E-Form and then click "Submit".</p> <p>Note: Information provided by the client should be the exact match of BI Travel Records.</p>	<p>1. Validate information provided by the client, generate reference number and Order of Payment Slip (OPS).</p> <p>Note: A system message regarding an invalid or wrong input on a specific field will</p>	None	1 Minute	System Automated



	pop-up and the application will not proceed.			
2. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	2. Redirect to a third-party payment portal.	Php 3,030 with valid stay <i>Note: Payment channel or aggregator will send a system-generated confirmation of transaction or proof of payment</i>	1 Minute	System Automated
3. Check E-mail for response. 3.1. Receive system-generated acknowledgement receipt from payment channel and Official Receipt (O.R.) with visa waiver validity and BI Clearance Certificate (BICC) from e-service system through the registered email.	3. Check eligibility for transaction. 3.1. Without Issue Send an automated response of "Approved" tourist visa waiver with validity, O.R., and BICC through the client's registered e-mail.	None	1 Minute	System Automated



<p>3.2. Receive system-generated acknowledgement receipt from payment channel and Official Receipt (O.R.) with visa waiver validity and BI Clearance Certificate (BICC) from e-service system thru the registered email.</p>	<p>3.2. With Issue but Cleared by TVS Verify records of the client and send an automated response of "Approved" tourist visa waiver with validity, O.R., and BICC through the client's registered e-mail.</p>	<p>None</p>	<p>3 Minutes</p>	<p>TVS Verifier System Automated</p>
<p>3.3.1. Receive a response for compliance. Note: For securing the NTSP and the corresponding fees and processing time, please refer to the separate Citizen's Charter for Certificate of NTSP CitizensCharter20233rdEd.pdf (immigration.gov.ph) If your Certificate of NTSP was issued prior to 2017, proceed to the CCS (Window 23) at the BI Main Office for the issuance of a new Certificate of NTSP. Other requirements will be waived as long as there are no new hits/alerts issued against your namesake.</p>	<p>3.3.1 With Issue and not Cleared by TVS Verify the eligibility of the client and send to the client registered e-mail a response of "For Compliance".</p>	<p>None</p>	<p>3 Minutes</p>	<p>TVS Verifier</p>



3.3.2. Receive system-generated acknowledgement receipt from payment channel and O.R. with visa waiver validity and BICC from e-service system thru the registered e-mail.	3.3.2 Input NTSP Clearance Control Number in the system and send an automated response of "Approved" tourist visa waiver with validity, O.R., and BICC through the client's registered e-mail.	None	3 Minutes	Staff-in-charge CCS System Automated
Total if processed without issues		Php 3,030.00 with valid stay <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i> <i>Note: Payment channel or aggregator will send a system-generated confirmation of transaction or proof of payment</i>	3 Minutes	
Total if processed with issues but cleared by TVS			5 Minutes	
Total processed with issue but complied			8 Minutes	



ANNEX A: LIST OF COUNTRIES UNDER EXECUTIVE ORDER (E.O) 408

Number	Countries	Number	Countries	Number	Countries
1	Andorra	29	Comoros	57	Guinea
2	Angola	30	Congo	58	Guinea Bissau
3	Antigua and Barbuda	31	Congo (Democratic Republic)	59	Guyana
4	Argentina	32	Costa Rica	60	Haiti
5	Australia	33	Cote d'Ivoire	61	Honduras
6	Austria	34	Croatia	62	Hungary
7	Bahamas	35	Cyprus	63	Iceland
8	Bahrain	36	Czech Republic	64	Indonesia
9	Barbados	37	Denmark	65	Ireland
10	Belgium	38	Djibouti	66	Israel *
11	Belize	39	Dominica	67	Italy
12	Benin	40	Dominican Republic	68	Jamica
13	Bhutan	41	Ecuador	69	Japan
14	Bolivia	42	El Salvador	70	Kazakhstan
15	Botswana	43	Equatorial Guinea	71	Kenya
16	Brazil*	44	Eritrea	72	Kiribati
17	Brunei	45	Estonia	73	Korea (ROK)
18	Bulgaria	46	Ethiopia	74	Kuwait
19	Burkina Faso	47	Fiji	75	Kyrgyzstan
20	Burundi	48	Finland	76	Laos
21	Cambodia	49	France	77	Latvia
22	Cameroon	50	Gabon	78	Lesotho
23	Canada	51	Gambia	79	Liberia
24	Cape Verde	52	Germany	80	Liechtenstein
25	Central African Republic	53	Ghana	81	Lithuania
26	Chad	54	Greece	82	Luxembourg
27	Chile	55	Grenada	83	Madagascar
28	Colombia	56	Guatemala	84	Malaysia



ANNEX A: LIST OF COUNTRIES UNDER EXECUTIVE ORDER (E.O.) 408

Number	Countries	Number	Countries	Number	Countries
85	Malawi	112	Poland	139	Thailand
86	Maldives	113	Portugal	140	Togo
87	Mali	114	Qatar	141	Trinidad and Tobago
88	Malta	115	Romania	142	Tunisia
89	Marshall Islands	116	Russia	143	Turkey
90	Mauritania	117	Rwanda	144	Turkmenistan
91	Mauritius	118	Saint Lucia	145	Tuvalu
92	Mexico	119	Samoa	146	Uganda
93	Micronesia	120	San Marino	147	United Arab Emirates
94	Monaco	121	Sao Tome and Principe	148	United Kingdom of Great Britain & Northern Island
95	Mongolia	122	Saudi Arabia	149	United States of America
96	Morocco	123	Senegal	150	Uruguay
97	Mozambique	124	Seychelles	151	Uzbekistan
98	Myanmar	125	Singapore	152	Vanuatu
99	Namibia	126	Slovak Republic	153	Vatican
100	Nepal	127	Slovenia	154	Venezuela
101	The Netherlands	128	Solomon Islands	155	Vietnam
102	New Zealand	129	South Africa	156	Zambia
103	Nicaragua	130	Spain	157	Zimbabwe
104	Niger	131	St. Kitts & Nevis		
105	Norway	132	St. Vincent & the Grenadines		
106	Oman	133	Suriname		
107	Palau	134	Swaziland		
108	Panama	135	Sweden		
109	Papua New Guinea	136	Switzerland		
110	Paraguay	137	Tajikistan		
111	Peru	138	Tanzania		

Note: Brazil and Israel remain Eligible for 59-Day visa free entry as elaborated under Section H of DFA FSC 2023-022 dated September 15, 2023



3. EXTENSION OF TOURIST VISA OF TEMPORARY VISITORS

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Tourist Visa Section	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
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 3) Monthly or every 2 Months extension thereafter
	B. <i>For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days</i>	
	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 3) Monthly or every 2 Months extension thereafter
	E. <i>For holders of Macau SAR passports: FSC 122-11; 14 Days</i>	
	F. <i>For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 Days</i>	Allowed to extend only for 7 Days
	G. Executive Order No. 408 (EO408); 30 Days	1) Initial extension of 29 Days visa waiver 2) Extendible Monthly or every 2 Months thereafter
Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible Monthly or every 2 Months	



	H. 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
	I. <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
	J. <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
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Passport of the applicant (original)		Client/Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Client/Applicant
<i>Additional requirements per visa category:</i>		Client/Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or		
2. Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Review completeness of application	None	5 Minutes	TVS Assessors
	1.1 Check derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	TVS Assessors
	1.2 Verify travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	13 Minutes	TVS Assessors
	1.3 Issue Order of Payment Slip and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	TVS Assessors
2. Submit Order of Payment Slip and payment to Cashier	2. Issue Official Receipt	<i>See schedule of fees</i>	10 Minutes	<i>Cashier</i>
3. Submit Official Receipt	3. Approval of visa extension	None	5 Minutes	TVS Visa Approving Officer



	3.1 Implementation of visa extension	None	5 Minutes	TVS Visa Implementing Officer
	3.2 Notify client via TVS monitor and thru counter intercom on the approval of visa extension	None	2 Minutes	TVS Staff-in-charge
4. Present BI clearance certificate and conformity sheet	4. Check BI Clearance Certificate and Conformity Sheet	None	2 Minutes	TVS Staff-in-charge
5. Received passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	TVS Staff-in-charge
TOTAL if processed under Express Lane		Total fees depends on visa category and number of Monthly extension	1 Hour and 4 Minutes	
TOTAL if processed under Regular Lane			3 working Days	

4. EXTENSION OF TEMPORARY VISITOR'S VISA (TVV) THROUGH ONLINE SYSTEM (E-SERVICES)

Foreign nationals who entered the Philippines as temporary visitors/tourists may request through an online system for an extension of one (1), two (2) or six (6) Months. Foreign nationals admitted under Executive Order (EO) 408 should avail for Visa Waiver as initial extension.

Office or Division:	Tourist Visa Section (TVS)
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Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public	
Who may avail:	Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories and/or	
	CATEGORY WITH AUTHORIZED STAY	EXTENSION/S ALLOWED
	Executive Order No. 408 (E.O. 408): 30 Days [ANNEX A]	Extendible Monthly, every 2 Months or 6 Months after initial extension of 29 Days (Visa Waiver)
	Tourist Visa under Section 9(A) visa	Extendible Monthly, every 2 Months or 6 Months
	<i>For holders of Hong Kong Special Administrative Region (SAR) passports: Department of Foreign Affairs (DFA) Foreign Service Circular (FSC) 125-10 (14 Days)</i>	1. Initial extension of 7 Days 2. Second extension of 38 Days 3. Monthly, every 2 Months or 6 Months extension thereafter
	<i>For holders of Macau SAR passports: DFA FSC 122-11 (14 Days)</i>	
	<i>People's Republic of China (PROC) passport holders of valid America, Japan, Australia, Canada and Schengen visa 7 Days admission MCL-09-006</i>	14 Days one-time or final extension
	<i>Indian passport holders of valid America, Japan, Australia, Canada, Schengen, Singapore and UK visa 14 Days admission FSC 36-12</i>	7 Days one-time or final extension
conditions: i. Authorized stay is not yet expired; ii. Passport validity is more than six Months; and		



	<ul style="list-style-type: none"> iii. Total stay has not reached the maximum allowable period of <ul style="list-style-type: none"> a. 24 Months for visa-required nationals [ANNEX B] b. 36 Months for non-visa required nationals [ANNEX C] c. 21 Days for holders of AJACS and AJACSSUK visa
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original passport	To be provided by the applicant
2. Registered electronic mail (e-mail)	To be provided by the applicant
3. Registered E-services Account	https://e-services.immigration.gov.ph/

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log-in to https://e-services.immigration.gov.ph/ then click "Tourist Visa Extension". An instruction and information pop-up box will appear then click "Proceed". Accomplish the required (*) fields of information in the Visa Waiver E-Form and then click "Submit".</p> <p><i>Note: Information provided by the client should be the exact match of BI Travel Records.</i></p>	<p>1. Validate information provided by the client, generate reference number and Order of Payment Slip (OPS).</p> <p><i>Note: A system message regarding an invalid or wrong input on a specific field will pop-up and the application will not proceed.</i></p>	None	1 Minute	System Automated



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	2. Redirect to a third-party payment portal.	Refer to the table of fees below. Total immigration fees will vary based on admission status and requested Months of extension. <i>Note: Payment channel or aggregator will send a system-generated confirmation of transaction or proof of payment</i>	1 Minute	System Automated
3. Check E-mail for response. 3.1. Receive system-generated acknowledgement receipt from payment channel and Official Receipt (O.R.) with Tourist Visa Extension validity and BI Clearance Certificate (BICC) from e-service system through the registered email.	3. Check eligibility for transaction. 3.1. Without Issue Send an automated response of "Approved" Tourist Visa Extension with validity, O.R., and BICC through the client's registered e-mail.	None	1 Minute	System Automated

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3.2. Receive system-generated acknowledgement receipt from payment channel and Official Receipt (O.R.) with Tourist Visa Extension validity and BI Clearance Certificate (BICC) from e-service system through the registered email.</p>	<p>3.2. With Issue but Cleared by TVS Verify records of the client and send an automated response of "Approved" Tourist Visa Extension with validity, O.R., and BICC through the client's registered e-mail.</p>	<p>None</p>	<p>3 Minutes</p>	<p>TVS Verifier System Automated</p>
<p>3.3.1. Receive a response for compliance. <i>Note: For securing the NTSP and the corresponding fees and processing time, please refer to the separate Citizen's Charter for Certificate of NTSP CitizensCharter20233rdEd.pdf (immigration.gov.ph)</i> <i>If your Certificate of NTSP was issued prior to 2017, proceed to the CCS (Window 23) at the BI Main Office for the issuance of a new Certificate of NTSP. Other requirements will be waived as long as there are no new hits/alerts issued against your namesake.</i></p>	<p>3.3.1 With Issue and not Cleared by TVS Verify the eligibility of the client and send to the client registered e-mail a response of "For Compliance".</p>	<p>None</p>	<p>3 Minutes</p>	<p>TVS Verifier</p>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.3.2. Receive system-generated acknowledgement receipt from payment channel and O.R. with Tourist Visa Extension validity and BICC from e-service system thru the registered e-mail.	3.3.2 Input NTSP Clearance Control Number in the system and send an automated response of "Approved" Tourist Visa Extension with validity, O.R., and BICC through the client's registered e-mail.	None	3 Minutes	Staff-in-charge CCS System Automated
Total if processed without issues		Refer to the table of fees below. Total immigration fees will vary based on admission status and requested Months of extension. <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i> <i>Note: Payment channel or aggregator will send a system-generated confirmation of</i>	3 Minutes	
Total if processed with issues but cleared by TVS			5 Minutes	
Total processed with issue but complied			8 Minutes	



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<i>transaction or proof of payment</i>		

ANNEX A: LIST OF COUNTRIES UNDER EXECUTIVE ORDER (E.O) 408					
Number	Countries	Number	Countries	Number	Countries
1	Andorra	29	Comoros	57	Guinea
2	Angola	30	Congo	58	Guinea Bissau
3	Antigua and Barbuda	31	Congo (Democratic Republic)	59	Guyana
4	Argentina	32	Costa Rica	60	Haiti
5	Australia	33	Cote d'Ivoire	61	Honduras
6	Austria	34	Croatia	62	Hungary
7	Bahamas	35	Cyprus	63	Iceland
8	Bahrain	36	Czech Republic	64	Indonesia
9	Barbados	37	Denmark	65	Ireland
10	Belgium	38	Djibouti	66	Israel *
11	Belize	39	Dominica	67	Italy
12	Benin	40	Dominican Republic	68	Jamaica
13	Bhutan	41	Ecuador	69	Japan



14	Bolivia	42	El Salvador	70	Kazakhstan
15	Botswana	43	Equatorial Guinea	71	Kenya
16	Brazil*	44	Eritrea	72	Kiribati
17	Brunei	45	Estonia	73	Korea (ROK)
18	Bulgaria	46	Ethiopia	74	Kuwait
19	Burkina Faso	47	Fiji	75	Kyrgyzstan
20	Burundi	48	Finland	76	Laos
21	Cambodia	49	France	77	Latvia
22	Cameroon	50	Gabon	78	Lesotho
23	Canada	51	Gambia	79	Liberia
24	Cape Verde	52	Germany	80	Liechtenstein
25	Central African Republic	53	Ghana	81	Lithuania
26	Chad	54	Greece	82	Luxembourg
27	Chile	55	Grenada	83	Madagascar
28	Colombia	56	Guatemala	84	Malaysia

ANNEX A: LIST OF COUNTRIES UNDER EXECUTIVE ORDER (E.O.) 408

Number	Countries	Number	Countries	Number	Countries
85	Malawi	112	Poland	139	Thailand
86	Maldives	113	Portugal	140	Togo
87	Mali	114	Qatar	141	Trinidad and Tobago
88	Malta	115	Romania	142	Tunisia
89	Marshall Islands	116	Russia	143	Turkey
90	Mauritania	117	Rwanda	144	Turkmenistan
91	Mauritius	118	Saint Lucia	145	Tuvalu
92	Mexico	119	Samoa	146	Uganda
93	Micronesia	120	San Marino	147	United Arab Emirates
94	Monaco	121	Sao Tome and Principe	148	United Kingdom of Great Britain & Northern Island
95	Mongolia	122	Saudi Arabia	149	United States of America
96	Morocco	123	Senegal	150	Uruguay
97	Mozambique	124	Seychelles	151	Uzbekistan



98	Myanmar	125	Singapore	152	Vanuatu
99	Namibia	126	Slovak Republic	153	Vatican
100	Nepal	127	Slovenia	154	Venezuela
101	The Netherlands	128	Solomon Islands	155	Vietnam
102	New Zealand	129	South Africa	156	Zambia
103	Nicaragua	130	Spain	157	Zimbabwe
104	Niger	131	St. Kitts & Nevis		
105	Norway	132	St. Vincent & the Grenadines		
106	Oman	133	Suriname		
107	Palau	134	Swaziland		
108	Panama	135	Sweden		
109	Papua New Guinea	136	Switzerland		
110	Paraguay	137	Tajikistan		
111	Peru	138	Tanzania		

Note: Brazil and Israel remain Eligible for 59-Day visa free entry as elaborated under Section H of DFA FSC 2023-022 dated September 15, 2023

ANNEX B: LIST OF VISA-REQUIRED COUNTRIES

Number	Countries	Number	Countries
1	Afghanistan	22	Macedonia
2	Albania	23	Malaysia Certificate of Identity
3	Algeria	24	Moldova
4	Armenia	25	Montenegro
5	Azerbaijan	26	Nauru
6	Bangladesh	27	Nigeria
7	Belarus	28	North Korea
8	Bosnia and Herzegovina	29	Pakistan
9	Brunei Int'l Certificate of Identity	30	Palestine
10	China	31	Serbia
11	Cuba	32	Sierra Leone
12	East Timor	33	Somalia
13	Egypt	34	Sri Lanka



14	Georgia	35	Stateless
15	Hong Kong Certificate/ Document of Identity	36	Sudan
16	India	37	Syria
17	Iran	38	Taiwan
18	Iraq	39	Tonga
19	Jordan	40	Ukraine
20	Lebanon	41	Yemen
21	Libya		

5. EXTENSION OF AUTHORIZED STAY OF TEMPORARY VISITORS OVERSTAYING FOR MORE THAN SIX (6) MONTHS

Temporary visitors overstaying for (6) Months and 1 Day to 12 Months may apply for extension upon the approval of the Commissioner

Office or Division:	Tourist Visa Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) Months. The recommendation of the Chief, IRD and approval of the Commissioner is required.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

List of requirements:				
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/		
2. Notarized letter of explanation for overstaying		Client/Applicant		
3. Passport of the applicant (original)				
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)				
5. Birth Certificate if applicant is a child				
<i>Additional requirements per visa category:</i>				
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or				
2. BI Accreditation ID of the Travel Agent (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in charge</i> TVS



2. Receive claim stub	2. Issue claim stub to applicant indicating the date of release.	None	2 Minutes	Staff-in charge TVS
	<p>2.1 Check derogatory record</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	None	1 Working Day	Staff-in charge TVS
	2.2. Verify travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors TVS
	2.3. Draft Order	None		Staff-in charge TVS



	2.4. Review and sign Order for endorsement to the C, IRD	None	1 Hour	Chief TVS
	2.5. Transmit Order to Immigration Regulation Division	None		Staff-in charge TVS
	2.6 Review and sign Order	None	2 Working Days	Chief IRD
	2.7 Transmit Order to Office of the Commissioner	None	5 Minutes	Staff-in charge IRD
	2.8 Approval / Disapproval of the Commissioner	None	3 Working Days	Commissioner
	2.9 Transmit Approved/Disapproved Order to TVS for implementation	None	5 Minutes	Staff-in charge OCOM



	2.10 Notify client via email or contact number provided	None	5 Minutes	TVS Staff-in charge
3. Present claim stub	3. Assessment of fees	None	10 Minutes	TVS Assessor
	3.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 Minutes	TVS Staff-in charge
4. Submit Order of Payment Slip and payment to Cashier	4. Issue Official Receipt	<i>See schedule of Fees</i>	10 Minutes	Cashier
5. Submit of Official Receipt	5. Review correctness of payment and visa validity printed on receipt	None	10 Minutes	Visa Reviewing and Approving Officer TVS
	5.1 Enter approval in the BI system	None	5 Minutes	
	5.2 Notify client via TVS monitor and thru counter intercom on the approval of visa extension	None	2 Minutes	Staff-in charge TVS



6. Receive passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Staff-in charge TVS
TOTAL:		<i>Total fees depends on number of Months overstayed</i>	8 Days 12 Hours and 10 Minutes	



6. EXTENSION OF AUTHORIZED STAY OF TEMPORARY VISITORS OVERSTAYING FOR MORE THAN 12 MONTHS OR STAYING MORE THAN THE ALLOWABLE PERIOD

Foreign nationals who are either overstaying for more than 12 Months or those who stayed beyond the allowable maximum stay of 36 Months (for non-visa required nationals) or 24 Months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Tourist Visa Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Foreign nationals who are either overstaying for more than 12 Months or those filing for extension of visa beyond the allowable maximum stay of 36 Months (for non-visa required nationals) or 24 Months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying		Client/Applicant
3. Passport of the applicant (original)		
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		
5. Birth Certificate if applicant is a child		
6. Marriage Certificate if the applicant is married to a Filipino.		



<p><i>Additional requirements:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or</p> <p>2. Photocopy of BI Accreditation ID of the Travel Agent</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in charge</i> TVS
2. Receive claim stub	2. Issue claim stub to applicant indicating the date of release.	None	2 Minutes	<i>Staff-in charge</i> TVS
	2.1 Check derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section	None	2 Working Days	<i>Staff-in charge</i> TVS



	(CSS) for processing of appropriate derogatory clearance			
	2.2 Verify travel records (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors TVS
	2.3 Draft Order	None		Staff-in charge TVS
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 Hours	Chief TVS
	2.5 Transmit Order to Immigration Regulation Division	None		Staff-in charge TVS
	2.6 Review and sign Order	None	2 Working Days	Chief IRD
	2.7 Transmit Order to Immigration Regulation Division	None		Staff-in charge IRD
	2.8 Approve/Disapprove of the Commissioner	None	3 Working Days	Commissioner

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	2.9 Transmit Approved/Disapproved Order to TVS for implementation	None	3 working Days	Staff-in charge OCOM
	2.10 Notify client visa email or contact number provided	None	5 Minutes	Staff-in charge TVS
3. Present claim stub	3. Issue copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears	None	5 Minutes	Staff-in charge TVS
4. Proceed to window 5	4. Issue of Order of Payment Slip for Immigration Arrears	None	5 Minutes	Personnel ARD
5. Submit Order of Payment Slip and payment to Cashier	5.1 Issue Official Receipt	See schedule of Fees	10 Minutes	Cashier
6. Submission of Official Receipt	6. Assess Miscellaneous fees	None	10 Minutes	Assessor TVS
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 Minutes	Staff-in charge TVS
7. Submit Order of Payment Slip and payment to Cashier	7. Issue Official Receipt	See schedule of Fees	10 Minutes	Cashier

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8. Submit Official Receipt	8. Review correctness of payment and visa validity printed on receipt	None	10 Minutes	Visa Reviewing and Approving Officer TVS
	8.1 Enter approval in the BI system	None	5 Minutes	
	8.2 Implementation of visa extension	None	5 Minutes	Implementing Officer TVS
	8.3 Notify client via TVS monitor and thru counter intercom on the approval of visa extension	None	2 Minutes	Staff-in charge TVS
9. Receive passport, BI Clearance Certificate, Approved Order and Official Receipt	9. Release passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Staff-in charge TVS
TOTAL		Total fees depends on number of Months overstayed	9 Days 12 Hours and 20 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies



Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in PHP)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 Days of Stay <i>(Fees are exclusive of US USD50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 Days of Stay <i>(Fees are exclusive of US USD50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00



APPLICATION TYPE	FEES (in PHP)
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US USD50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in PHP)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00



APPLICATION TYPE	FEES (in PHP)
8) One (1) Month Extension after 59 Days of Stay <i>(Fees are exclusive of US USD50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 Days of Stay <i>(Fees are exclusive of US USD50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	



APPLICATION TYPE	FEES (in PHP)
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



BATANGAS IMMIGRATION DISTRICT OFFICE

External Services



1. Annual Report

Office or Division:	Batangas Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		Applicant	
2. Original Passport		Applicant	
3. Reference number from online registration.		immigration.gov.ph	
Note: <i>For dispute purposes, applicant may present Official receipts of previous annual report payments.</i>			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to Window 5.	1. Assess the fees and issue the Order of Payment Slip.	None	5 Minutes	<i>Registration Officer Window 5</i>



2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee - PHP 300 Legal Research Fee (LRF) - PHP 10 <i>Note: Admin fine of 200/month but not exceeding of PHP 2,000 per year for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended</i>	10 Minutes	Cashier Window 6
3. For photo capturing.	3. Photo capturing of client.	None	2 Minutes	Staff Window 1
TOTAL:		PHP 310 (if no violation of Sec. 10)	17 Minutes	

2. Alien Registration Program (ARP)

Office or Division:	Batangas Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)



Who may avail:	Tourists whose lawful stay exceeds fifty-nine (59) Days in the country.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport.		Applicant
2. Official receipt for validity of stay reference.		Applicant
3. Special Security Registration Number application form.		BI Batangas District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Review documents ensuring all data are correct. 1.1 Staff encodes details in the system.	None	5 Minutes	<i>Registration Officer</i> Window 1
2. For biometrics and photo-capturing.	2. Photo capturing and fingerprint scanning of client.	None	3 Minutes	Window 1
	3. Final review of details. 3.1 SSRN generation	None	5 Minutes	Window 1
	4. Release of claim stub with SSRN.	None	2 Minutes	Window 1
	TOTAL	None		15 Minutes

3. Amendment to Permanent Non-Quota Immigrant Visa by Marriage (13A)

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical



Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in three legal size (8½x 14 in.) folders</p> <p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (2 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p>
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<p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original & 2 copies) or Local Civil Registry (1 original with O.R. & 2 copies)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>Petitioner's birth certificate [1 original and 2 copies; with valid identification (ID) card</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original and 2 copies) or Local Civil Registry (1 original & 2 copies with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (3 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (2 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies)</p> <p>Bureau of Immigration Clearance Certificate (3 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office</p> <p>Building Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2 BI Batangas District Office (PIAU)</p>
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DEPENDENT/S Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)

BI Batangas District Office (PIAU) or immigration.gov.ph

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<p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (3 original for each dependent)</p> <p>B. PROCEDURAL Photo and biometric capturing (only for applicant/s who is / are four [4])</p>	<p>Applicant and Petitioner</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office</p> <p>Building National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p> <p>BI Batangas District Office, Window 5</p>
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years old and above)	
II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	5 Minutes	<i>Receiving Staff</i> Window 4
2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor</i> Window 2



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<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Window 6</p>
<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 4.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i></p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Staff</i> <i>Evaluating Officer</i></p>



6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order	6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	10 Minutes	ACO or <i>Implementing Officer</i>
7.1. Presents the claim stub 7.2. Claims the ACR I-Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR I-card from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	<i>Releasing Staff</i>
TOTAL		Refer to table below	30 Days and 65 Minutes	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00



2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00
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4. Amendment to MCL-07-021

Office or Division:	Batangas Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in three legal size (8½x 14 in.) folders</p> <p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (2 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original & 2 copies) or Local Civil Registry (1 original with O.R. & 2 copies)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>Petitioner's birth certificate [1 original and 2 copies; with valid identification (ID) card]</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original and 2 copies) or Local Civil Registry (1 original & 2 copies with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (3 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (2 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies)</p> <p>Bureau of Immigration Clearance Certificate (3 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner National</p> <p>Bureau of Investigation</p> <p>BI Batangas District Office, Window 2 BI Batangas District Office (PIAU)</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p>
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<p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (3 original for each dependent)</p>	<p>Applicant and Petitioner</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration(BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p>
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<p>B. PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is / are four [4] years old and above)</p>	<p>BI Batangas District Office, window 5</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	5 Minutes	<i>Receiving Staff</i> Window 4

<p>2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes</p>	<p>Assessor Window 2</p>
<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes</p>	<p>Cashier Window 6</p>
<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 4.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 Minutes</p>	<p>Staff</p>



<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Staff Evaluating Officer</i></p>
<p>6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order</p>	<p>6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><i>ACO or Implementing Officer</i></p>



7.1. Presents the claim stub 7.2. Claims the ACR I-Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR I-card from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	Releasing Staff
TOTAL		Refer to table below	30 Days and 65 Minutes	

5. Accreditation of School Representative

Office or Division:	Batangas Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	A representative of an Accredited School.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Endorsement letter from the BI-accredited school;	Applicant	
2. Two (2) original copies of duly accomplished Accreditation ID Application form (BI FORM 2014- 02-008 Rev 0);	Applicant	
3. Two (2) pieces of 2x2 colored photograph of the applicant with white background and must be taken within the last three (3) months from the date of application;	Applicant	
5. Valid Police or NBI Clearance;	Philippine National Police / National Bureau of Investigation	
6. Duly authenticated photocopy of school-issued ID;	Applicant	
7. Proof of employment in the school;	Petitioning School	
8. Updated school report of foreign students;	Petitioning School	
8. Photocopy of approved Order of BI-school accreditation; and	BI Batangas District Office	



9. Two (2) photocopies of official receipt for the accreditation ID application.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	1. Evaluation of documents.	None	10 Minutes	<i>Evaluating Officer</i>
	2. Assessment of Fees	None	5 Minutes	Assessor Window 2
	3. Payment of Fees	School Accreditation ID – PHP 350.00	5 Minutes	Cashier Window 6
	4. Submission to SVS via LBC (All SVS docs are compiled and submitted sent once a week)	None	*1 month processing at Student Visa Section	Staff
	5. Releasing of School Representative ID	None	5 Minutes	<i>Releasing Staff</i>
TOTAL:		PHP 350.00	30 Days and 25 Minutes	



6. Conversion to Non-Quota Immigrant by Marriage (13A) Probationary

Office or Division:	Batangas Immigration District Office																																																														
Classification:	Highly Technical																																																														
Type of Transaction:	G2C – Government to Citizen																																																														
Who may avail:	<p>The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be nationals of the following countries:</p> <table border="0"> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> <tr> <td>Cuba</td> <td>Macau SAR</td> <td>Suriname</td> </tr> <tr> <td>Czech Republic</td> <td>Malaysia (Female)</td> <td>Sweden</td> </tr> <tr> <td>Denmark</td> <td>Malta**</td> <td>Switzerland</td> </tr> <tr> <td>Ecuador</td> <td>Marshall Islands</td> <td>Thailand</td> </tr> </table>			Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain	Cuba	Macau SAR	Suriname	Czech Republic	Malaysia (Female)	Sweden	Denmark	Malta**	Switzerland	Ecuador	Marshall Islands	Thailand
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Who may avail:	<p>The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be nationals of the following countries:</p> <p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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Egypt*
El Salvador
Estonia
Finland
Fiji
France
Gabon
Germany

Mexico
Micronesia
Monaco
Montenegro
The Netherlands
New Zealand
Nicaragua
Nigeria (Female)

Trinidad and Tobago
Tunisia
Turkey
United Kingdom
Uruguay
USA
Venezuela



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in three legal sizes (8½x 14 in.) folders,</p> <p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (2 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original & 2 copies) or Local Civil Registry (1 original with O.R. & 2 copies)</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>

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<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>Petitioner's birth certificate [1 original and 2 copies; with valid identification (ID) card]</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original and 2 copies) or Local Civil Registry (1 original & 2 copies with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (3 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (2 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies)</p> <p>Bureau of Immigration Clearance Certificate (3 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government- issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p>
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<p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (3 original for each dependent)</p> <p>B. PROCEDURAL</p>	<p>Applicant and Petitioner</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration(BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p>
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Photo and biometric capturing (only for applicant/s who is / are four [4] years old and above) II. ACR I-CARD APPLICATION (DOCUMENTARY)(refer to Alien	BI Batangas District Office, window 5
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in 3 legal size (8½x 14 in.) folders, to BI-Batangas assigned officer for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	5 Minutes	<i>Receiving Staff</i> Window 4
2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures Order of Payment Slip (OPS)	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Issues the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor</i> Window 2



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<p>3.1. Pays the required fees 3.2. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Window 6</p>
<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 4.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Data Capturing Officer/Staff</i></p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Staff</i></p>
<p>6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order</p>	<p>6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><i>ACO or Implementing Officer</i></p>



7.1. Presents the claim stub 7.2. Claims the ACR I- Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR I-card from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	Releasing Staff
TOTAL		Refer to table below	30 Days and 65 Minutes	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate Of the Bangko Sentral ng Pilipinason the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

7. Conversion to Non-Quota Immigrant Visa of a Former Filipino Citizen naturalized in a Foreign country (13G)

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of foreign country; and, (c) intends to return to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA



	Gabon Germany	Nicaragua Nigeria (female)	Venezuela
*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male nationals *Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing the application.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Birth Certificate</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government- issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Dependent</p>
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<p>Proof of filiation with the principal:</p> <p>If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth / marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>Photo and biometric capturing (only for four (4) years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p> <p>BI Batangas District Office, Window 5</p>
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(refer to Alien Registration Division's Transactions)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI- PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.4. Signs the Checklist of Requirements	None	10 Minutes	Staff Window 4
2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes	Assessor Window 2

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<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Window 6</p>
<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 4.2. Secures the claim stub for ACR I-Card</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 4.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Data capturing staff</i></p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Staff</i></p>
<p>6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order</p>	<p>6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><i>ACO or Implementing Officer</i></p>

7.1. Presents the claim stub 7.2. Claims the ACR I- Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR Icard from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	<i>Releasing Staff</i>
TOTAL		Refer to table below	30 Days and 70 Minutes	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00

8. Conversion to Pre-Arranged Employment Visa (9G)

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

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical



Type of Transaction:	Government to Business (G2B)
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a three legal size (8½x 14 in.) folder</p> <ol style="list-style-type: none"> 1. Joint letter request addressed to the Commissioner from the applicant and the petitioner; 2. Duly accomplished CGAF for Non-Immigrant Visa; 3. Photocopy of passport bio-page and latest admission with valid authorized stay; 	<p>Applicant / Petitioning Company</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant / Petitioning Company</p>

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<p>4. Photocopy of Employment Contract, Secretary’s Certificate of Election, Appointment or Assignment of applicant, or equivalent document, with details of exact compensation, duration of employment and comprehensive description of the nature and scope of the applicant’s position in the company;</p> <p>5. Photocopy of petitioner’s latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller’s validation slip, BIR’s eFPS payment details’ print-out or other similar evidence);</p> <p>6. a. For Corporations or Partnerships, photocopies of the following:</p> <ul style="list-style-type: none">i. Securities and Exchange Commission (SEC) Certificate of Registration;ii. Articles of Incorporation;iii. General Information Sheet (GIS) for the current year stamped received by the SEC; <p>b. For Single Proprietorships, photocopies of the following: i. Department of Trade and Industry (DTI) Certificate of Registration of Business Name; ii. Mayor’s Permit;</p> <p>7. Photocopy of Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE); and actual publication of the applicant’s approved AEP or in the absence thereof, a Certificate of Publication issued by the Publisher;</p>	<p>Petitioning Company</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Department of Labor and Employment (DOLE)</p>
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8. Notarized certification of number of foreign and Filipino employees from the petitioning company (preferred format can be downloaded at the BI website);
9. Special Temporary Permit for an applicant practicing a regulated profession under the Professional Regulation Commission (PRC), if applicable;
10. BI Clearance Certificate; and
11. 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.

Checklist of Documentary Requirements for EACH Dependent

1. Duly accomplished CGAF for Non-Immigrant Visa;
2. Photocopy of passport bio-page and latest admission with valid authorized stay;
3. Proof of filiation with the applicant;
4. BI Clearance Certificate; and

Petitioning Company

Professional Regulation Commission (PRC)

BI Batangas District Office, Window 2 Bureau of Quarantine



5. 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.

Applicant / Petitioning Company

BI Batangas District Office, Window 2 Bureau of Quarantine

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements. 1.3. Signs the Checklist of Requirements	None	15 Minutes	<i>Receiving Staff</i> Window 4

	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether the authorized stay is valid at the time of assessment of fees. 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes	Assessor Window 2
3.1. Pays the required fees 3.2. Secures official receipt	3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt	Refer to table below	5 Minutes	Cashier Window 6
4.1. For biometric capturing	4.1. Captures the applicant's biometric information (photograph, fingerprint and signature)	None	15 Minutes	<i>Data capture staff</i>
	5.1 Prepares the Order of 9G Visa. 5.2 Encodes the Applicant's data in the system. 5.3. Prints the 9G Order.	None	15 Minutes	<i>Receiving/Releasing Staff</i>
	6.1. Final Review and Approval of Evaluating Officer.	None	10 Minutes	<i>Evaluating Officer</i>
	7.1. For sending via LBC	None		<i>Staff</i>



	8.1. Receives the original passport and implement the approved visa <i>if application is approved.</i> 8.2. Releases the passport and certified true copy of Order <i>Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	15 Minutes	<i>ACO or Implementing Officer</i>
7.1. Presents the claim stub 7.2. Claims the ACR I-Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR Icard from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	<i>Releasing Staff</i>
TOTAL		Refer to table below	30 Days and 85 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.



FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR				
1. Visa Fees	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
2. ACR I-Card				
B. 2 YEARS				
1. Visa Fees	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
2. ACR I-Card				
C. 3 YEARS				
1. Visa Fees	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



9. Conversion to Student Visa (9F)

Office or Division:	Batangas Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF (<i>BI FORM CGAF-003-Rev 2</i>) for Student Visa and Special Study Permit;	Applicant
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school

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5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. 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);	National Bureau of Investigation
8. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
9. BI Clearance Certificate; and	BI Batangas District Office
10. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form and supporting documents	1. Review the completeness of application details and enter applicant's details in the system.	None	10 Minutes	<i>Evaluating Officer</i>

	2. Issue the Order of Payment Slip (OPS).	None	5 Minutes	Assessor Window 2
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	5 Minutes	Cashier Window 6
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.	4. Process the capturing of subject's biometric information (photograph, signature and fingerprint).	None	10 Minutes	Data capturing staff
	5. Submission of documents to Student Visa Section via LBC. All SVS applications are compiled and sent once a week.	None		Staff
	6. Implementation of approved visa	None	5 Minutes	Implementing Officer
	7. Signing of the visa by the Alien Control Officer or Alternate Signing Officer	None	5 Minutes	Alien Control Officer or Alternate Signing Officer
	8. Releasing of passport to the liaison officer.	None	5 Minutes	Releasing Officer Window 5



TOTAL	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	45 Minutes
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10. Conversion to TRV per LOI No. 33 (excluding Indian Nationals)

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in three legal size (8½x 14 in.) folders	

<p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p>
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<p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the</p>
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<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 original and 2 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p>
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Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies for each dependent aged 15 years old and above)

BI Batangas District Office, Window 2

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application and ACR I Card application, securely fastened in 3 legal size (8½x 14 in.) folders, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	10 Minutes	Staff Window 4

<p>2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Assessor</i> <i>Window 2</i></p>
<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes</p>	<p><i>Cashier</i> <i>Window 6</i></p>
<p>4.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>4.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 4.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode).</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Data capturing staff</i></p>



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5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card	5.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 5.2. Issues the claim stub for ACR I-Card	None	5 Minutes	Staff
6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order	6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	15 Minutes	ACO or Implementing Officer
7.1. Presents the claim stub 7.2. Claims the ACR I- Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR Icard from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	10 Minutes	Releasing Staff
TOTAL		Refer to table below	30 Days and 75 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.



FEEs TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

11. Conversion to MCL-07-021

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Chinese national married to a Philippine citizen and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a three legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant</p>

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<p>3. Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original and 2 copies)</p> <p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Petitioner</p>
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<p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact</p>	<p>Applicant and Petitioner</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>BI Batangas District Office (PIAU) or immigration.gov.ph</p> <p>Applicant and Petitioner</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration(BI) Main Office Building</p> <p>National Bureau of Investigation</p>
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<p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies for each dependent aged 15 years old and above)</p>	<p>BI Batangas District Office, Window 2</p>
<p>B. PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is / are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY)(refer to Alien Registration</p>	<p>BI Batangas District Office, Window 5</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Presents the original passport and other required documents for the visa application, securely fastened in 3 legal size (8½x 14 in.) folders, to BI-Batangas assigned officer for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Receiving Staff</i> Window 4</p>

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<p>2.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>2.3. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated visa application</p> <p>2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>2.3. Issues the BI Clearance Certificate (BICC) for no derogatory record</p> <p>2.4. Issues the Order of Payment Slip (OPS)</p>	None	5 Minutes	<p>Assessor</p> <p>Window 2</p>
<p>3.1. Pays the required fees</p> <p>3.2. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS)</p> <p>3.2. Accept the payment based on the OPS</p> <p>3.3. Issues the official receipt</p>	Refer to table below	10 Minutes	<p>Cashier</p> <p>Window 6</p>
<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature)</p> <p>4.2. Issues the claim stub for ACR I-Card</p>	None	10 Minutes	<p>Data Capturing Officer/Staff</p>

5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcodes.	None	20 Minutes	Staff
6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order	6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	10 Minutes	ACO or Implementing Officer
7.1. Presents the claim stub 7.2. Claims the ACR I- Card	7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR I-card from BI Main – takes 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	Releasing Staff
TOTAL		Refer to table below	30 Days and 65 Minutes	

CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A FILIPINO

CITIZEN UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

12. Crew list Visa Fee

Office or Division:	Batangas Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Arriving foreign vessels who failed to secure 9C visa before arrival. Request are file thru their authorized shipping agent or local manning agent.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Vessel Crewlist (Vessel that arrived from foreign port).		Authorized shipping agent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Vessel Crewlist.	1. Checks and verifies Vessel Crewlist details (number of foreign crew, name of shipping as payor, vessel voyage number) 1.1. Issuance of Order of Payment Slip (OPS)	None	5 Minutes	Assessor Window 2



2. Present the OPS to the Cashier for payment.	2. Issuance of Official Receipt (OR).	Administrative Fine - PHP 500 per foreign crew member Visa Fee - PHP 100 per foreign crew member Legal Research Fee (LRF) - PHP 10 per foreign crew member Express Lane Fee - PHP 500	5 Minutes	Cashier Window 6
TOTAL			10 Minutes	

13. Emigration Clearance Certificate (ECC)

Office or Division:	Batangas Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty Days and beyond.		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">CHECKLIST OF REQUIREMENTS</td> <td style="width: 50%; text-align: center;">WHERE TO SECURE</td> </tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		

1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	BI Batangas District Office Window 1
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	BI Batangas District Office Window 4
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant
4. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (2 copies)	Applicant
7. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)
8. Printed itinerary of departure	Applicant
9. Original Certificate of Live Birth <i>Note: Applicable to Applicants who are born in the Philippines</i>	Applicant
10. Affidavit of Relationship <i>Note: Applicable to Applicants who are born in the Philippines</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	SSRN Issuance Window 1 Receiving Window 4
2. Secure the Order of Payment Slip (OPS).	2. Transmits the ECC/CE application for derogatory checking for issuance of OPS.	None	5 Minutes	Assessor Window 2



3. Present the OPS to the Cashier for payment	3. Issuance of Official Receipt (OR).	Express Lane Fee – PHP 500 NOTE: If Downgraded Head tax PHP 250 Emigration Clearance Certificate – PHP 700 Legal Research Fee – PHP 20 Express Lane Fee – PHP 500	5 Minutes	Cashier Window 6
4. Submit the Official Receipt (OR)	4. Processing of ECC/CE.	None	10 Minutes	Receiving/Releasing Staff
	4.1 Receives the OR.			
	4.2 Staff encodes and prints the ECC/CE.	None	5 Minutes	Evaluating Officer
	4.3 Final review and approval.			
	4.4. Releases the approved ECC/CE			
TOTAL:		PHP 500 *If downgraded – Php 1470	38 Minutes	

FOR ECC – B



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport and ACR I-card	1. Receives passport and ACR I-card then check for Annual Report payment	None	5 Minutes	<i>Receiving Window 4</i>
	2. Issuance of Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor Window 2</i>
	3. Issuance of Official Receipt (OR).	None	5 Minutes	<i>Cashier Window 6</i>
		For RP w/o Form (1 year) RP Fee – php 1400 Emigration Clearance Certificate – Php 700 Head Tax – Php 250 Legal Research Fee – 30 Express Lane Fee – Php 500		



		For RP w/o Form (6 months) RP Fee – Php 700 Emigration Clearance Certificate – Php 700 Head Tax – Php 250 Legal Research Fee – 30 Express Lane Fee – Php 500		
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		<p>For SRC w/o Form (1 year) RP Fee – Php 700 Emigration Clearance Certificate – Php 700 Head Tax – Php 250 Legal Research Fee – 30 Express Lane Fee – Php 500</p> <p>For SRC w/o Form (6 months) RP Fee – Php 700 Emigration Clearance Certificate – Php 700 Head Tax – Php 250 Legal Research Fee – 30 Express Lane Fee – Php 500</p>		
	4. Releasing of passport, ACR I-card and official receipt.	None	3 Minutes	<i>Releasing staff</i> Window 4



TOTAL	<i>For 1 year – Php 2880.00 For 6 months – Php 2180.00</i>	18 Minutes
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14. Extension of TRV per LOI No. 33 (excluding Indian Nationals)

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Law Instruction No. 33 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in 3 legal size (8½x 14 in.) folders a. PRINCIPAL Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	BI Batangas District Office (PIAU) or immigration.gov.ph



<p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original and 2 copies)</p> <p>5. Bureau of Immigration Clearance Certificate (3 original)</p>	<p>Applicant</p> <p>Applicant and / or Petitioner</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p>
<p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original</p>	
<p style="text-align: center;">538 Page</p>	



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passport for presentation and 1 photocopy for each dependent for submission)

Proof of filiation with the principal:

If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)

If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

Bureau of Immigration (BI) Main Office Building
Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building

BI Batangas District Office (PIAU) or immigration.gov.ph

Dependent

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

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Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

<p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy for each dependent) may facilitate the processing of this application.</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>BI Batangas District Office, Window 2</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI- PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	5 Minutes	<i>Receiving Staff</i> Window 4
2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor</i> Window 2
3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt	3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt	Refer to table below	10 Minutes	<i>Cashier</i> Window 6

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<p>4.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>4.1. Captures the applicant's biometric information (photograph, fingerprint and signature) 4.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i></p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to personnel in charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Staff</i> <i>Evaluating Officer</i></p>
<p>6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if application is approved 6.3. Secures a certified true copy of Order</p>	<p>6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved Agenda from BI Main – takes 1 Month to return to BI Batangas District Office)</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><i>ACO or Implementing Officer</i></p>
<p>7.1. Presents the claim stub 7.2. Claims the ACR I-Card</p>	<p>7.1. Receives the claim stub 7.2. Releases the ACR I-Card <i>(Printed ACR I-card from BI Main – takes 1 Month to return to BI Batangas District Office)</i></p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Releasing Staff</i></p>



TOTAL	Refer to table below	30 Days and 65 Minutes
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EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) YEARS OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN

UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

15. Extension of Student Visa (9F)

Office or Division:	Batangas Immigration District office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
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	Applicant/client & petitioning school
2. Duly accomplished CGAF (<i>BI FORM CGAF-003-Rev 2</i>) for Student Visa and Special Study Permit;	Applicant
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable.	Commission on Higher Education
8. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
9. BI Clearance Certificate;	BI Batangas District Office, Window 2
10. 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	Bureau of Quarantine
11. 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).	National Bureau of Investigation



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form and supporting documents	1.1 Review the completeness of application details and enter applicant's details in the system.	None	10 Minutes	<i>Evaluating Officer</i>
	1.2. Issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Assessor Window 2</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php 9,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	10 Minutes	<i>Cashier Window 6</i>
	4. Submission of documents to Student Visa Section via LBC. All SVS applications are compiled and sent once a week. *Approved visa from SVS takes 1 month to return to BI Batangas District Office	None		SVS
	5. Implementation of approved visa	None	5 Minutes	<i>Implementing Officer</i>
	6. Signing of the visa by the Alien Control Officer or Alternate Signing Officer	None	5 Minutes	<i>Alien Control Officer or Alternate Signing Officer</i>
	7. Releasing of the Passport	None	5 Minutes	<i>Releasing Staff</i>

TOTAL	<p>Php 9,030.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)</p>	30 Days and 40 Minutes
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16. Joining of Crew

Office or Division:	Batangas Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>List of requirements are indicated in BI Form 2014-10-007 Rev 0 which can be accessed at, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) 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;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory stamp);	Applicant	
4. Shipping notice/advice of vessel's arrival;	Applicant	
5. Photocopy of seafarer's passport bio-page;	Applicant	
6. Photocopy of seaman's book;	Applicant	
7. Photocopy of Contract of Employment;	Applicant	
8. Photocopy of Overseas Employment Certificate (OEC);	Applicant	



9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer.	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant.	None	5 Minutes	<i>Boarding Officer</i>
	2. Evaluate the documents for changing crew.	None	10 Minutes	
	3. Scans passport for data encoding.	None	1 Minute	
	4. Stamps the passport or Seaman's book.	None	1 Minute	
	5. Release the passport or Seaman's book.	None	1 Minute	
TOTAL		None	18 Minutes	



17. Motion for Reconsideration (TVV)

Office or Division:	Batangas Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Overstaying aliens for more than 6 months or those who stayed beyond the maximum allowable period.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Photocopy of passport bio page (2 copies)		<i>Applicant</i>
2. Photocopy of latest arrival stamp (2 copies)		
3. Photocopy of latest official Receipt of Visa Extension		
4. FOR VISA REQUIRED: Photocopy of arrival visa (2 copies)		
5. Notarized Letter Request with explanation (2 copies)		
6. CGAF with 2x2 picture (white background) and Signature of client and/or representative		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application.	None	10 Minutes	<i>Staff</i>
	2. Issued the Order of Payment Slip.	None	5 Minutes	<i>Assessor Window 2</i>
	3. Prepares Indorsement and Order of Motion for Reconsideration.	None	20 Minutes	<i>Staff</i>



	4. Sends Indorsement and Order to IRD or Legal Division via Email.	None	5 Minutes	Staff
5. Presents the OPS to the Cashier for payment.	5. If approved* 5.1 Informs client for Implementation. 5.2 For assessment of fees. 5.3 Issuance of Official Receipt (OR). 5.4 Implements Order. 5.5 Release of copy of Order and passport. *Approval Order is coming from IRD or Legal Division. <i>NOTE : If with correction,</i> <ul style="list-style-type: none"> • Staff revises the Order. • Resends revised Order to IRD or Legal Division via email. 	Fees are case to case basis.	1 month 1-2 months	Cashier Staff
TOTAL		Fees are case to case basis.	1 month and 40 Minutes – 2 months and 40 Minutes	

18. Provisional Work Permit (PWP)

Office or Division:	Batangas Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	Foreign nationals who currently hold temporary visitor visas but wish to commence work in the Philippines while the approval of their employment visa application is in progress.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
PRINCIPAL – APPLICANT			

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1. Letter-request addressed to the Commissioner from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant.	Petitioning Company
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3).	Applicant
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay.	Applicant
4. Duly acknowledged Contract of Service, 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.	Petitioning Company
5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service.	Petitioning Company
6. For Corporation or Partnership, 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.	Petitioning Company
7. Photocopy of the official receipt of AEP or 9g application.	Department of Labor and Employment (DOLE)
8. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN).	Bureau of Internal Revenue (BIR)
9. Special Temporary Permit for an applicant who intends to practice a profession regulated by the Professional Regulation Commission (PRC).	Professional Regulation Commission (PRC)
10. BI Clearance Certificate.	BI Batangas District Office
PETITIONER / COMPANY	

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<p>1. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing;</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>2. Submit the following: a. For Corporations or Partnerships, photocopies of the following: • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation; and • 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 of Registration of Business Name.</p>	<p>Petitioning Company</p>
<p>3. Mayor's Permit.</p>	<p>Local Government Unit (LGU)</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the filled-out application form and documentary requirements.</p>	<p>1. Receive and review completeness of application and eligibility of applicant.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Receiving Window 4</i></p>

2. Secure the Order of Payment Slip (OPS).	2. The staff transmits the PWP application for derogatory checking and issuance of OPS.	None	5 Minutes	Assess or Window 2
3. Present the OPS to the Cashier for payment.	3. Issuance of Official Receipt (OR).	Prov. Work permit - PHP 400 Application Fee - PHP 2000 Legal Research Fee - PHP 40 Service Fee - PHP 100 Certificate Fee - PHP 500 Express Lane Fee (Filing) - PHP 500 Express Lane Fee (Certification) - PHP 500 Note: ACR I-card fee not included.	5 Minutes	Cashier Window 6
4. Submit the Official	4. Processing of PWP Order.	None	20 Minutes	Receiving/Releasing Staff
Receipt (OR).	4.1 Receives the Official Receipt (OR).			
	4.2 Encodes the applicant's data in the system (VIMS).			
	4.3 Prints the PWP Order.			
	4.4 Final review and approval.	None	10 Minutes	Evaluating Officer
	4.5 Releases the approved PWP Order.	None	1 Minute	Receiving/Releasing Staff Window 4



TOTAL	PHP 4040 <i>Note: ACR I-card fee not included.</i>	56 Minutes
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19. Revalidation of Extension and Conversion of Visa

Office or Division:	Batangas Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants for Visa Conversion / Amendment – Immigrant / Non-Immigrant who departed the Philippines and was subsequently granted / approved of their visa while outside the country.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter request addressed to the Commissioner, stating the reason why applicant left the country prior to or after the approval of his / her visa.	Applicant	
2. Affidavit of explanation, if the applicant failed to file request for revalidation within 15 Days from latest arrival	Applicant	
3. Photocopy of supporting documents to substantiate the reason for leaving the country prior to or after the approval; of the applicant's visa.	Applicant	
4. Photocopy of the applicant's passport bio-page, latest departure and arrival stamps	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents securely fastened in 2 legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1 Attaches the Checklist of Requirements to the application 1.2 Receives the visa application and original passport, and review the completeness of documentary requirements 1.3 Affix receiving stamp 1.4 Returns the passport and application for revalidation to applicant	None	5 Minutes	<i>Receiving Staff</i> Window 4
2. Presents the original passport and other required documents securely fastened in 2 legal size (8½x 14 in.) folders to personnel in charge.	2.1. Receives the application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant	None	5 Minutes	<i>Receiving Staff</i> Window 4
3.1. Presents the original passport and duly evaluated application for assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3 Secures Order of Payment Slip (OPS)	3.1 Receives the passport and duly evaluated application for revalidation 3.2 Scans the passport to the passport reader to generate the applicant's details. 3.3. Returns the passport and duly evaluated application with the BI Clearance Certificate (BICC) for no derogatory record 3.4 Issues the Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor</i> Window 2

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4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table	5 Minutes	Cashier Window 6
5.1 Submits the duly evaluated with properly attached BICC and official receipt, and application for revalidation to personnel in charge	5.1 Receives the duly evaluated application with the attached BICC and official receipt, 5.2 Prepares endorsement to Office of the Board Secretary 5.3 Attach copy of Approved Order from Board Of Commissioners	None	5 Minutes	Staff
6.1. Submits the original passport 6.2. Secures the passport and check the implemented visa if revalidation is approved 6.3. Secures a certified true copy of Order	6.1. Receives the original passport 6.2. Accept passport and implement the approved visa if application is approved. 6.3. Releases the passport and certified true copy of Order <i>(Approved revalidation from BI Main – takes at least 1 Month to return to BI Batangas District Office)</i>	None	5 Minutes	Alien Control Officer or Implementing Officer
TOTAL		Refer to table below	30 Minutes	



REVALIDATION OF VISA.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Revalidation	PHP 2,020.00	PHP 2,020.00	PHP 2,020.00	PHP 2,020.00

20. Repatriation of Crew

Office or Division:	Batangas Immigration District Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	Arriving Cruise Ship from abroad to conduct Advance International Boarding for Immigration Officers thru Local Shipping Companies / Local Manning Agency Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph, copies available at</i> Public Information Assistance Unit (PIAU)				



1. Copy of letter request addressed to the Commissioner from the Locally Appointed Shipping Company / Local Manning Agency Representative with notation / stamp of approval from Bay Service Section	Local Manning / Shipping Agent
2. Original and one (1) photocopy of seafarer's passport bio-page;	Local Manning / Shipping Agent
3. Original and one (1) photocopy of seaman's book;	Local Manning / Shipping Agent
4. One (1) photocopy of visaed crew list/ 9(c) visa / Official Receipts for payment of Crew Visa.	Local Manning / Shipping Agent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy approved request together, Passport of Disembarking Foreign Crew, Travel Itinerary / Flight Details and Official Receipts and proof of payment of C.E. Waiver (and Fines; whether foreign has no Sec. 9C visa)	1. Receive and review the approval for Disembarkation of Foreign Crew from BI Bay Service Section, Passport Details, Flight Itinerary and Official Receipts of payment.	None	5 Minutes	Officer of the Day / Boarding Officer for Vessel



	1.1 Check the Derogatory records via Border Control Information System With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. 1.2 Encode details thru Border Control Information System	None	15 Minutes	Officer of the Day / Boarding Officer for Vessel
	1.3 Affix Arrival Stamp on Foreign Passport and indicate Vessel Name.	None	2 Minutes	Officer of the Day / Boarding Officer for Vessel
2.Receive passport and coordinates with assigned Immigration Officer/s for repatriation	2.Immigration Officer/s escorts Foreign Crew to NAIA Terminals or Hotel	None	3 Minutes (Releasing per Passport)	Officer of the Day / Boarding Officer for Vessel
TOTAL		None	25 Minutes	

21. Renewal of ACR I-Card

Office or Division:	Batangas Immigration District Office
Classification:	Highly Technical



Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly accomplished BI FORM 2015-08-002 Rev0 - Application for Renewal of Alien Certificate of Registration Identity Card (2 Copies)	immigration.gov.ph or Registration Officer (Window 5)
2. Original ACR I-card	Applicant
3. Photocopy of passport bio-page, visa implementation page and latest admission (2 Copies each)	Applicant
4. Photocopy of the official receipt of payment for the applicable fees. (1 Copy)	Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss - Original (2 Copies)	Notary Public
B. Police Report on Loss of ACR I-Card – Original (2 Copies)	Philippine National Police (PNP)
For Amendment of the following:	
A. Name -Court Order (if applicable) (2 Copies)	Court
B. Citizenship/Nationality -Official document proving change of citizenship/nationality (2 Copies)	Court
C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (2 Copies)	Report of marriage where the marriage took place
D. Address - Certificate of Residence from the Barangay Captain – Original (2 Copies) - Affidavit for Change of Address – Original (2 Copies)	Office of the Barangay Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the ACR I- Card (applicant must present the visa implemented on passport, claim stub, and old I-card.	1. Final review of ACR I-Card Application upon receipt of CGAF.	None	5 Minutes	<i>Registration Officer</i> Window 5
2. Secure the Order of Payment Slip (OPS)	2. Assessment of fees. Checking of database for derogatory record.	None	2 Minutes	<i>Assessor</i> Window 2
3. Present the OPS to the Cashier for payment.	3. Issuance of the Official Receipt (OR).	ACR I-card Fee – U.S. dollar 50 (based on BSP Forex Rate) Express Lane Fee – PHP 500	2 Minutes	<i>Cashier</i> Window 6
4. Submit the Official Receipt (OR)	4. ACR I-card processing. 4.1 Approval from the Registration Officer. 4.2 Claim stub will be issued. 4.3 Application will be forwarded to Main Office (Data Trail, Inc.) for ACR I-card printing.	None	3-4 weeks <i>Note: Processing time may vary depending on case.</i>	<i>Registration Officer</i>
5. Present claim stub.	5. Review details printed on the ACR I-card for releasing.	None	2 Minutes	Window 5



	TOTAL	U.S. dollar 50 (based on BSP Forex Rate) plus Express Lane Fee of Php 500	3-4 weeks
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22. Special Study Permit

Office or Division:	Batangas Immigration District Office		
Classification:	Simple Transaction/ Complex Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE	
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school	
Duly 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;		BI website or BI Batangas District Office (PIAU)	



Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	BI Batangas District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form and supporting documents	1. Review the completeness of application details and enter applicant's details in the system.	None	10 Minutes	<i>Evaluating Staff/Officer</i>
	2. Issue the Order of Payment Slip (OPS)	None	5 Minutes	<i>Assessor Window 2</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php 4,740.00 <i>Note: If with ACR I-card, additional 50 U.S. dollars will be added. (BSP Forex Rate) plus 500 express</i>	5 Minutes	<i>Cashier Window 6</i>
	4. Release of passport.	None	5 Minutes	<i>Releasing Staff</i>
	5. Preparation of Order	None	10 Minutes	<i>Staff or Officer</i>



	6. Approval of order by the ACO or Alternate Signatory	None	15 Minutes	<i>Alien Control Officer or Alternate Signatory</i>
	6.2. Release of Approved Order.			<i>Releasing Staff</i>
	TOTAL:	Php 4,740.00 <i>Note: If with ACR I-card, additional 50 U.S. dollars will be added. (BSP Forex Rate) plus 500 express</i>	50 Minutes	

23. Special Work Permit

Office or Division:	Batangas Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	A foreign national who shall engage in gainful employment for three to six months.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
PRINCIPAL – APPLICANT			
1. Letter-request addressed to the Commissioner from the Petitioning company.	Petitioning Company		
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3).	Applicant		
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant		

BUREAU OF IMMIGRATIONCITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)

4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties.	Petitioning Company
<p>5. Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	Petitioning Company
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)	Bureau of Internal Revenue (BIR)
7. BI Clearance Certificate.	BI Batangas District Office
PETITIONER / COMPANY	



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CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)

<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and • Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name. 	<p>Petitioning Company</p>
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS.</p>	<p>Petitioning Company</p>
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 a copy of ITR with proof of filing.</p>	<p>Bureau of Internal Revenue (BIR)</p>

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<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <p>b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or b.5.) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <p>c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>Petitioning Company</p>
<p>5. Mayor's Permit.</p>	<p>Local Government Unit (LGU)</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for.</p>	<p>Petitioning Company</p>



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<p>7. A sworn declaration of the petitioning company operating in the Philippines: a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services)</p>	<p>Petitioning Company</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the filled-out application form and documentary requirements.</p>	<p>1. Receive and review completeness of application and eligibility of applicant.</p>	<p>None</p>	<p>10-15 Minutes</p>	<p><i>Receiving Window 4</i></p>
<p>2. Secure the Order of Payment Slip (OPS).</p>	<p>2. The staff transmits the SWP application for derogatory checking and issuance of OPS.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Assessor Window 2</i></p>



<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issuance of Official Receipt (OR).</p>	<p>Application Fee - PHP 4,000 Legal Research Fee (LRF) - PHP 40 Service Fee - PHP 100 SWP Fee - PHP 800 Certification Fee - PHP 500 Express Lane Fee – Certification - PHP 500 Express Lane – Filing - PHP 500 <i>Note: If with ACR I-card, additional 50 U.S. dollars will be added. (BSP Forex Rate)</i></p>	<p>5 Minutes</p>	<p><i>Cashier</i> Window 6</p>
<p>4. Submit the Official Receipt (OR).</p>	<p>4. Processing of SWP Order.</p>	<p>None</p>	<p>15-20 Minutes</p>	<p><i>Receiving/Releasing Staff</i></p>
	<p>4.1 Receives the Official Receipt (OR).</p>			
	<p>4.2 Encodes the applicant's data in the system (VIMS).</p>			
	<p>4.3 Prints the SWP Order.</p>			
	<p>4.4 Final review and approval.</p>			
<p>4.5 Releases the approved SWP Order.</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Evaluating Officer</i> <i>Receiving/Releasing Staff</i> Window 4</p>	
<p>TOTAL:</p>	<p>PHP 6,440 <i>Note: ACR I-card fee not included.</i></p>	<p>45 Minutes – 56 Minutes</p>		

24. School Accreditation

Office or Division:	Batangas Immigration District Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission	
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission	
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines	
4. List of accredited courses and program and Certificates of Technical Education and Skills Development Authority (TESDA)		TESDA	
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records	
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records	
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records	
8. Latest valid Business Permit		LGU	
9. Latest valid Sanitary Permit		LGU	
10. Latest valid Fire Safety Inspection Certificate		LGU	
11. Trainers Methodology Certificate/ TESOL Certificate		TESOL Philippines/ TESDA	



12. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 Minutes	<i>Evaluating Officer</i>
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 Minutes	<i>Assessor Window 2</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 500.00	5 Minutes	<i>Cashier Window 6</i>
3. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection reports. <i>*Schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	120 Minutes	<i>Inspection Officers</i>

	5. Submit inspection report to SVS. All SVS applications are compiled and sent once a week.	None	*2 months processing	Student Visa Section
4. School will personally get the accreditation order from SVS	6. If approved, SVS will issue a notice of payment.	None		
5.1. Pays the required fees 5.2. Secures official receipt	7. Issue the Official Receipt	Application Fee - Php 10,000.00 Legal Research Fee – Php 10.00	5 Minutes	Cashier Window 6
	8. SVS will release the school accreditation directly to the school.			Student Visa Section
TOTAL:		Php 10,500.00	2 months and 150 Minutes	

25. Stamping of Passports/Seaman's Book (Sign-on / Sign Off)

Office or Division:	Batangas Immigration District Office
Classification:	Government to Business (G2B)
Type of Transaction:	Complex Transaction
Who may avail:	Any Filipino or Foreign Seaman who will join aboard. Any Filipino Seaman who will sign off in Batangas. Any Foreign Seaman who wishes to be repatriated. <i>Note: Request are file thru local shipping companies / local manning agency representative.</i>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
List of requirements are indicated in BI Form 2014-10-007REV0 for Joining/Sign-on Filipino Seafarer, BI Form 2014-10-010REV0 for Joining/Sign-on Foreign Seafarer, BI Form 2014-10-009REV1 for Sign-off Filipino Seafarer, BI Form 2014-10-011REV0 for Repatriation/Sign-off Foreign Seafarer which can be accessed at immigration.gov.ph	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for	1. Receive and review the completeness of application and eligibility of Seafarer/s.	None	5 Minutes	<i>Boarding Officer assigned to vessel or Officer of the Day</i>
assessment.	2. Encode data via BCIS.	None	45 Seconds	
	3. Affix/stamp of arrival/departure on passport and indicate vessel name.	None		
	4. Releasing of passport.	None	2 Minutes	
	TOTAL:		7 Minutes and 45 Seconds	

26. Tourist Visa Extension

Office or Division:	Batangas Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B)	
Who may avail:	Foreign nationals who entered the Philippines as temporary visitors/tourist.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF. 001.Rev 02)		BI Batangas District Office (PIAU) or immigration.gov.ph
2. Passport of the applicant (original)		Applicant



3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	2 Minutes	Receiving Window 4
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	10 Minutes	Assessor Window 2
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	13 Minutes	Assessor Window 2



	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor Window 2
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	10 Minutes	Cashier Window 6
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer
	3.1 Implementation of visa extension	None	5 Minutes	Visa Approving Officer
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-in-charge
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	Staff-in-charge
TOTAL if processed under Express Lane		Total fees depend on visa category and	54 Minutes	
TOTAL if processed under Regular Lane			3 working Days	



BUTUAN IMMIGRATION DISTRICT OFFICE

EXTERNAL SERVICES

1. Alien Registration Program

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual **Special Security Registration Number (SSRN)**. The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	Butuan Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreigners with admissions under: Sec. 9(a), E.O. 408, LOI and Balikbayan privilege	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished BI Form 2014-08-019 Rev 0 for Alien Registration Program (ARP)		Butuan Immigration District Office or form can be accessed at www.immigration.gov.ph
2. Photocopy of passport bio-page		Applicant
3. 1piece 2x2 size photo of applicant		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits the accomplished ARP form and other documentary requirement	Receive and verify if the applicant has a record in the ARP database. If none, proceed with the registration.	None	1 minute	<i>Receiving Staff/Job Order</i>
	Check and review the form if accomplished legibly	None	1 minute	<i>Evaluation Officer</i>
	Encode the information to the ARP system	None	3 minutes	<i>Officer-in-Charge</i>
	Perform photo capturing and fingerprinting of the applicant.	None	3 minutes	<i>Officer-in-Charge</i>
TOTAL	None	8 minutes		



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Butuan Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online registration	2. Photo capturing, assessment and payment of fees	None	5 minutes	Registration Officer/s in Room 214
3. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	<i>Cashier</i> Cash Section
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



3. ACR I-Card Issuance (Tourist) Issuance of ACR I-Card (New)

Office or Division:	Butuan Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Tourists who apply for visa extension after 59 days in which ACR I-Card is included in the assessment and renewal thereafter the one (1) year ACR I- Card validity.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		Office receiving area
2. Photocopy of passport bio-page, latest admission and latest extension of stay (1 Copy each)		Applicant
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the official receipt with ACR I-card payment – for tourists only)	Verify the name in the ACR I –CARD transmittal from the Main Office	None	2 minutes per client	<i>JO Personnel</i>
	1.1 Release the ACR I-Card.		2 minutes per client	<i>JO Personnel</i>
	TOTAL			4 minutes



4. Boarding Formalities

Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Butuan Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document (cargo vessel only)		Concerned issuing authority
2. NIL		
3. Maritime Declaration		
4. Quarantine/Pre-Pratique		
5. Crew List		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents and check admissibility 2. Pay Visaed Crew List if applicable	To pay Php110.00/ crew + EL Php500.00	30 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts 2.1 Ask questions for evaluation purposes	None	30 seconds 30 seconds	<i>Immigration Officer</i>
3. Await the release of passport/ travel document	Release passport after conducting formalities	None	30 seconds	<i>Immigration Officer</i>
	TOTAL	None	120seconds	



5. 9(F) Conversion

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 and Medicine program at a duly accredited learning institution.

**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:	Butuan Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	1. Applicant/client & petitioning school



2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	BI - BUTUAN
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
198353104. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 days (Express) 3-7 days (Regular)	<i>Evaluation Officer / Immigration Officer</i>
198321192.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,720.00 ACR I-Card Fee of U.S. \$50.00 (<i>calculated accdg. To BSP Forex Rate on date of payment</i>) – refer to the nearest BI Office for capturing of biometric information on the scheduled date	10 minutes	Cashier



		<p><i>appearing in the official receipt</i></p> <p>REGULAR:</p> <p>Php</p> <p>8,220.00</p> <p>ACR I-Card Fee of U.S. \$50.00 (calculated accdg. T BSP Forex Rate on date of payment)- refer to the nearest BI Office for capturing of biometric information on the scheduled date appearing in the official receipt</p>		<p>Cashier</p>
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6. 9(F) Extension

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		1. Applicant/client & petitioning school

2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	198323968. Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	198322688. Previous school
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;	198352976. Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	198321064. Petitioning School
8. BI Clearance Certificate;	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
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	198321104. Bureau of Quarantine
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	National Bureau of Investigation



up doctorate degree course).	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
198321664. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-3 days (Express) 7 days (Regular)	Evaluation Officer/ Immigration Officer
	Assess payment		5 to 10 minutes	<i>Assessor</i>
198320296. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR)	EXPRESS: Php 7,030.00 ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)- refer to the nearest BI Office for capturing of	10 minutes	<i>Cashier</i>



		<p>biometric information on the scheduled date appearing in the official receipt</p> <p>REGULAR</p> <p>: Php</p> <p>5,530.00</p> <p>ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment) refer to the nearest BI Office for capturing of biometric information on the scheduled date appearing in the official receipt</p>		
170167808. Submit the claim stub	5. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.	None	15 minutes	Implementors
TOTAL	Express	Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00	3 days	



		(calculated accdg. to BSP Forex Rate on date of payment)		
	Regular	Php 5,530.00 plus ACR I- Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	7 days	

7. 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:	Butuan Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI website or Information Counter, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant

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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	2. Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	3. National Bureau of Investigation
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>



2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer/ Immigration Officer</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementer
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee	3 days	



		U.S. \$50.00 (BSP Forex Rate)		
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	



8. Special Working Permit (SWP)

Office or Division:	Butuan Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	A foreign national who shall engage in gainful employment for three to six months IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
VISA APPLICATION A. DOCUMENTARY Refer to BI FORM P-003-Rev 1 - SPECIAL WORK PERMIT (SWP)-ARTISTS & ATHLETES Refer to BI FORM P-002-Rev 1 - SPECIAL WORK PERMIT (SWP)-COMMERCIAL		BI website – www.immigration.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documentary requirements	Verify documents	<p>NO I-CARD</p> <p>Php 6,440.00</p> <p><i>*Fees are updated as of 06 March 2014 and may change without prior notice.</i></p>	2 Days	AACO/Immigration Officer
		<p>WITH I-CARD</p> <p>Php 6,440.00</p> <p><i>*Fees are updated as of 06 March 2014 and may change without prior notice.</i></p>		

9. Extensions of Authorized Stay of Temporary Visitor

Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Butuan Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or		

2. BI Accreditation ID of the Travel Agent (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	Staff-in-charge
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	Staff-in-charge
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors

	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	20minutes	AACO
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Awaits approval/order from OCOM thru C, IRD	None		<i>Staff-in-charge</i>
	2.7 Notify the applicant of its approval via email or contact number provided	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees.	None	10 minutes	<i>Assessors</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
4. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	



	5.1 Enter the approval in the BI system.	None	5 minutes	<i>Visa Reviewing and Approving Officer</i>
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge</i>

Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Butuan Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		Applicant
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		Applicant

<p><i>Additional requirements:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or</p> <p>2. 2. Photocopy of BI Accreditation ID of the Travel Agent</p>		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge
	<p>2.1 Check the derogatory record</p> <p><i>Without derogatory hit</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	None	2 working days	Staff-in-charge

	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors
	2.3 Draft the Order.	None		Staff-in-charge
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	ACO
	2.10 Notify the applicant of its approval/order via email or contact number provided for implementation	None	5 minutes	Staff-in-charge
4. Proceed to window 5	4.1 Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	Staff
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	Assessors
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	Staff-in-charge
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	Cashier



8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
	8.1 Enter the approval in the BI system	None	5 minutes	
	8.3 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i>
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	<i>Staff-in-charge</i>
TOTAL		<i>Total fees depends on number of months overstayed</i>		2 days 3 hrs and 12 minutes

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00



APPLICATION TYPE	FEES (in Php)
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00

APPLICATION TYPE	FEES (in Php)
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
165242448. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
165241128. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
155285928. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00



APPLICATION TYPE	FEES (in Php)
165241984. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
165242192. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00

10. Visa Waiver

Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Butuan Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	
1. Accomplished Tourist Visa Extension Form	BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i>	
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable	Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessors
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Assessors
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessors
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa	10 Minutes	Cashier



		Regular Lane: Php 2,130 w/ valid visa		
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Staff-in-charge</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Staff-in-charge</i>
TOTAL if processed under Express Lane		Php 3,130	1 hour and 4 minutes	
TOTAL if processed under Regular Lane		Php 2,130	working days	

11. Emigration Clearance Certificate (ECC)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Butuan Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		www.immigration.gov.ph or BI Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		www.immigration.gov.ph or BI Office
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		Staff0 www.immigration.gov.ph
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant

5. Passport Bio-page, Latest arrival stamp (1 photocopy each)		Applicant		
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant		
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Staff-in-charge</i>
2. Secure the Order of Payment Slip (OPS).	2. The staff-in-Charge at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Collecting Officer-Designate</i>
4. Submit the Official Receipt (OR)	4. staff receive the OR and issue claim stub.	None	1 to 2 Days	<i>Receiving/Releasing</i>
	4.1 For Fingerprint Verification, staff-in-charge encodes and prints the ECC/CE for review of the AACO	None		<i>Staff-in-Charge</i>



	4.2 Final review and approval	None	1 day	AACO
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff</i>
	TOTAL:		2 days, 38 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	



ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)

Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

12. Authentication of Documents

Request for Certified True Copy of Records

The Certified True Copy of Records is issued to individuals needing this document as their personal copy, passport or loan requirement, visa to enter in the Philippines as proof of Philippine Citizenship.

Office or Division:	Butuan Immigration District Office	
Classification:	Simple	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Recognized/Naturalized Filipino, Foreign Citizens and Dual Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal:		
1. Application Form ADM05.QF.01 (1 Original)	www.immigration.gov.ph or BI Office	
2. Letter Request	Client	
3. Valid Government Issued Identification Card (1 Original and 1 Photocopy with 3 specimen signatures)	BIR, SSS, Philhealth, LTO, GSIS, DFA, IBP	
Representative (Individual or thru BI-Accredited Liaison Officer)		
1. Application Form ADM05.QF.01 (1 Original)	www.immigration.gov.ph	
2. Letter Request	Client	



3. Special Power of Attorney (1 Original)	Person being Represented
4. Valid Government Issued Identification Card of the Applicant/Subject/ Representative or Bureau of Immigration Accreditation Identification Card, as applicable (1 Photocopy with 3 specimen signatures)	Client/ Representative
For Applicants with Limited Mobility (Unable to Sign)	
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website
2. Letter Request	Client
3. Special Power of Attorney (1 Original)	Person being Represented
4. Valid Government Issued Identification Card of the Applicant/Subject (1 Photocopy with thumb mark in lieu of signature)	Applicant/Subject
** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR ; Valid Bureau of Immigration Accreditation Identification Card (1 Photocopy with 3 Specimen	Representative Liaison Officer

Signatures)	
5. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)
6. Medical Certificate attesting to the applicant's inability to sign (1 Original)	Medical Practitioner with PRC License Number
For Applicants who are already deceased	
1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website
2. Letter Request	Surviving Spouse/Children
** Special Power of Attorney (1 Original)	Person being Represented
3. Valid Government Issued Identification Card of the Applicant (1 Photocopy with 3 specimen signatures) ** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR ; Valid Bureau of Immigration Accreditation Identification Card (1 Photocopy with 3 Specimen Signatures)	Applicant Representative Liaison Officer

4. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)			
5. Duly Authenticated Death Certificate of the Subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)			
**If filed thru Representative or BI-Accredited Liaison Officer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the application form.	1. Provide the applicant with the checklist of requirements, application forms and general information.	None	5 minutes	<i>Staff-in-Charge</i>
2. Submits the complete documentary requirements	2. Receive and checks the completeness and correctness of the accomplished form and other documentary requirements. <i>Note: Informs the client of any lacking documents, if any.</i>	None	5 minutes	<i>Staff-in-Charge</i>
3. Wait while the requested documents are being verified and retrieved.	3. Retrieve the records. <i>Note: If no records are available, Chief, Records Section issues Certificate of Non-Availability of Records.</i>	None	20 minutes to 2 hours	<i>Records Custodian, Records Section</i>
	4. Issue the Order of Payment Slip (OPS)	None	3 minutes	<i>Assessor, Records Section</i>



4. Present the OPS to the Cashier for payment	5. Issue the Official Receipt	Certification Fee (per document requested): Php 500.00 Legal Research Fee: Php 10.00 Express Lane Fee: Php 500.00	10 minutes	<i>Cashier</i>
	6. Endorse documents with orig Official receipt to the Records Section, BI- Main	None	10 minutes	<i>Records Custodian</i>
	7. Awaits requested documents from Records Section, BI-Main	None	3 weeks	Immigration Officer
	TOTAL:	Php 1,010.00	3 Weeks and 33 minutes	

CAGAYAN DE ORO IMMIGRATION DISTRICT OFFICE
EXTERNAL SERVICES

1. ACR I-CARD Issuance, Reissuance and Renewal

Issuance of ACR I-Card (New - CGAF)

Office or Division:	Alien Registration Division-Consolidated General Application Form Unit (ARD-CGAF Unit)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 13A Probationary; (3) 13A-Amendment to Permanent; (4) 13G.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Cagayan de Oro Immigration District Office or thru the website www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1 Final review of ACR I- Card Application upon receipt of CGAF from and full payment of applicable fees.		2 minutes per application	<i>Reviewer</i>



1. Claim the ACR I-Card	1.1 Encode and prepare transmittal of reviewed CGAF to the Main Office.	None	1 minute per Application	Staff/Job Order
	1.3 Send via local courier		3-7 days	Chief
	1.4 Once ACR I-Card is received from the Main Office, log, record and inform the applicant.		5 minutes	Staff
	1.5 Release the ACR I-Card.		5 minutes	Staff
	TOTAL	None	7 days and 13 minutes	

A	For Lost ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE- (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 P1,00 0.00 P 20.00 <u>P1,00</u> <u>0.00</u>
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B	with Amendment/s: <ul style="list-style-type: none"> ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable 	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: <ul style="list-style-type: none"> ▪ACR I-Card fee ▪<u>Express Lane fee</u> 	US \$20.00 (BSP Forex Rate) P 500.00
D	For Renewal of ACR I-Card: <ul style="list-style-type: none"> ▪ACR I-Card fee ▪<u>Express Lane fee</u> 	US \$50.00 (BSP Forex Rate) P 500.00
E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.0 0 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00

Issuance of ACR I-Card (New - VUA for Sec. 13a Visa issued by Phil. Embassy/Consulate)

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	Applicants with Approved Permanent Resident Visa under Section 13(A) duly issued by the Philippine Embassy or Consulate from the country where it was applied.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished BI Form 2014-08-006 Rev 0 (1 Copy)	Cagayan De Oro Immigration District Office
2. Photocopy of passport bio-page, valid visa implementation page and latest admission (1 Copy each)	Applicant
3. Bureau of Quarantine Stamp inside the passport with corresponding Certification (1 Copy each)	Bureau of Quarantine
4. Filipino spouse's Philippine passport bio-page (1 Copy)	Applicant's Filipino spouse
5. Original Copy of Marriage Contract	PSA or Philippine Consulate/Embassy authenticated for foreign state issued documents
6. Sealed brown envelope from issuing Philippine Embassy or Consulate	Philippine Consulate/Embassy
3. Official receipt of payment for the applicable fees (1 photocopy)	Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPONSI BLE
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<p>1. Secure the checklist of requirements and application form</p>	<p>1. Provide the applicant with the checklist of requirements, application form and general registration information.</p>		<p>2 minutes per application</p>	<p><i>Reviewer</i> Registration Officer/Job Order</p>
<p>2. Submit the filled-out application form and documentary requirements</p>	<p>2.2. Evaluate the application for completeness and discrepancies, check for any derogatory record.</p> <p>2.1 Sign the Checklist of Requirements and issue the claim stub.</p> <p>2.2 Issue Order of Payment Slip (OPS) and advise the applicant to proceed to the Assessor for the assessment of fees.</p>		<p>15 minutes per Application</p>	<p><i>Reviewer</i> Registration Officer</p>
<p>3. Submits the Order of Payment Slip (OPS)</p> <p>3.1. Pays the required fees</p> <p>3.2. Secures official receipt</p>	<p>3. Receives the Order of Payment Slip (OPS)</p> <p>3.1. Accept the payment based on the OPS</p> <p>3.2. Issues the official receipt</p>	<p>See table below</p>	<p>5 minutes</p>	<p><i>Staff</i> Assessor/Cashier</p>

4. Proceed to the Fingerprint Area for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature)		10 minutes	Staff Fingerprint Officer
5. Receives the Claim Stub and advise to come back after 3 weeks for releasing of ACR I- Card	5. Finalize the information capturing details and issue claim stub 5.1 Review the application 5.2 Final Review by the Alien Control Officer		5 minutes	Staff Registration Officer
	5.3 Transmit the total number of approved applications to the CRU, Main Office via local courier		3 - 7 days	Cagayan de Oro District Office
	5.4 On process in Main Office			ARD Main Office
	5.5 Once ACR I-Card is received from Main Office, log, record and inform the applicant.		5 minutes	Officer-in-Charge/Job Order

6. To present claim stub to claim ACR I-Card	6. To release ACR I-Card to subject.	None	5 minutes	staff
	TOTAL		3-7 days and 47 minutes	

A	Registration for Sec. 13A: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪ICR/CRTV/CRTS/CRTT/CRPE-(Adult) ▪ACR Fee(Adult) ▪Head Tax ▪Legal Research fee ▪Form ▪ <u>Express Lane fee</u>	US \$50.00 (BSP Forex Rate) <u>P 500.00</u> P1,40 0.00 P1,00 0.00 P 250.00 P 20.00 P 50.00 P1,00 0.00
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Issuance of ACR I-Card - CGAF (Renewal/Extension)

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	1. Cagayan de Oro Immigration District Office
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP
For Amendment of the following:	
A. Name -Court Order (if applicable) (1 Copy)	A. Court
B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)	B. Court

<p>C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address -Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub)</p>	<p>1 Final review of ACR I- Card Application upon receipt of CGAF from and full payment of applicable fees.</p>	<p>None</p>	<p>2 minutes per application</p>	<p><i>Reviewer</i></p>
	<p>1.1 Encode and prepare transmittal of reviewed CGAF to the Main Office.</p>	<p>None</p>	<p>1 minute per Application</p>	<p><i>Staff/Job Order</i></p>
	<p>1.3 Send via local courier</p>	<p>None</p>	<p>3-7 days</p>	<p><i>Cagayan de Oro Immigration District Office</i></p>
	<p>1.4 Once ACR I-Card is received from Main Office, log, record and inform the applicant.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff</i></p>
	<p>1.5 Release the ACR I-Card.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff</i></p>

	TOTAL		3-7 days and 13 minutes	
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Renewal/Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) Permanent resident visa (except native-born visa),
- (ii) Temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Cagayan De Oro Immigration District Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Cagayan De Oro Immigration District Office	
2. Original ACR I-Card		From applicant	
3. Photocopy of passport bio page, visa implementation and latest admission with valid authorized stay.		From applicant	

<p>4. 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) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) 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</p>	<p>(A) From applicant</p> <p>(B) Lost ACR I-Card (i) Applicant (ii) Applicant, notary service available outside of Bureau (iii) nearest Police Station where loss occurred. (iv) Fingerprint Area</p>
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<p>(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) (ii) Affidavit of Change of Civil Status</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>D. For a Damaged ACR I-Card: (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	<p>▪Citizenship/Nationality: (i) from applicant (ii) from applicant, notary service available outside of Bureau</p> <p>▪Civil Status: (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) from applicant, notary service available outside of Bureau</p> <p>▪Address: (i) LGU of applicant's place of residence (ii) from applicant, notary service available outside of Bureau</p> <p>D. Damaged ACR I-Card: (i)from applicant (ii) Cashier, secure assessment of fees from Registration Officer prior to payment (iii) From applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	2 minutes	<i>Registration Officer /Job Order/Immigration Officer</i>
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to the Registration Officer after payment of fees. 2.2 Sign the Checklist of Requirements.	None	15 minutes	<i>Registration Officer</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	5 minutes	<i>Cashier</i>
4. Proceed to the Fingerprint area for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	10 minutes	Fingerprint Operator/Fingerprint Examiner

5. Submit the application for blocking of ACR I- Card	5. Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	<i>Registration Officer</i>
	5.1 Review the application.	None	5 minutes	Registration Officer/Evaluator or
	5.2 Final Review by the Alien Control Officer.	None	5 minutes	Alien Control Officer
	5.3 Transmit the total number of approved applications to the CRU, Main Office via local courier	None	3 - 7 days	Cagayan de Oro District Office
	5.4 On process in Main Office	None		<i>ARD</i> Main Office
	5.5 Once ACR I-Card is received from Main Office, log, record and inform the applicant.	None	5 minutes	<i>Officer-in-Charge/Job Order</i>
6. To present claim stub to claim ACR I-Card	7. To release ACR I-Card to subject.	None	5 minutes.	staff



	TOTAL		3-7 Days, 1 hour and 2 minutes
A	For Lost ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE-(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 P1,0 00.0 0 P 20.0 0 <u>P1,0</u> <u>00.0</u> <u>0</u>	
B	with Amendment/s: ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	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>	

E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,5 10.0 0 P 200. 00 P2,4 00.0 0
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00

2. Amendment to Permanent Non-Quota Immigrant Visa by Marriage

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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 a citizen.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>. PRINCIPAL</p>	

<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) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 3. Joint affidavit of continuous cohabitation of applicant and the petitioning spouse; 4. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission) 5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original) 6. Bureau of Immigration Clearance Certificate (1 original) <p>Additional Requirements:</p> <ol style="list-style-type: none"> 1. Affidavit Guarantee or Notarized Guarantee Letter-warranting that all documents submitted with no intention to defraud the government and other parties 2. Photocopies of Passport pages with stamps of the applicant 	<p>Applicant and Petitioner</p> <p>Bureau of Immigration (BI) CDO or downloadable from www.immigration.gov.ph</p> <p>Applicant and Petitioner</p> <p>Applicant</p> <p>National Bureau of Investigation</p> <p>BI CDO District Office</p> <p>Applicant and Petitioner</p> <p>Applicant and Petitioner</p>
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<p>and petitioner spouse</p> <p>3. 1 pc 2x2 colored picture with white background of applicant</p>	<p>Applicant</p>
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<p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government- issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <ol style="list-style-type: none">1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)3. Proof of filiations with the principal:	<p>Bureau of Immigration (BI) CDO or downloadable from www.immigration.gov.ph</p> <p>National Bureau of Investigation</p> <p>BI CDO District Office</p> <p>Bureau of Immigration (BI) CDO or downloadable from www.immigration.gov.ph</p>
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.If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)



<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of</p>	
<p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 photocopy each for submission)</p>	<p>Applicant</p>
<p>3. Original ACR I-Card (Probationary Visa)</p>	<p>Applicant</p>
<p>4. Photocopy of Original Receipt (O.R.)</p>	<p>Applicant</p>

Amendment to Permanent Non-Quota Immigrant Visa by Marriage

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer in Charge for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>15 minutes per application</p>	<p>Cagayan De Oro District Office <i>Officer in Charge</i></p>
<p>. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to officer in charge for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Officer in Charge</i></p>

<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>Cashier</i></p>

<p>5.1 Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to officer in charge</p> <p>5.2 Conduct a hearing or interview for the applicant and petitioner</p>	<p>5.1 Receives the duly evaluated visa application with the attached BICC and official receipt (1 photocopy)</p> <p>5.2 Conduct a hearing or an interview to the applicant and petitioner with the questionnaire provided by the officer in charge</p>		<p>5 minutes per application</p> <p>30-45 mins per applicant and petitioner (hearing)</p>	<p><i>Hearing Officer or Alien Control Officer</i></p>
<p>None</p>	<p>6.1 Evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend approving or denying the visa application.</p> <p>6.2. Prepare the final Visa Order for signature of Alien Control Officer</p> <p>6.3. Record the application and prepare endorsement for transmittal to Main Office</p>		<p>2 days</p> <p>15 minutes per application</p> <p>10 minutes per applicant</p>	<p><i>Alien Control Officer</i></p> <p><i>Officer in Charge</i></p> <p><i>Officer in Charge</i></p>

None	7. Transmit the application folder to Main Office via local courier	None	3–7 days	<i>Messenger</i>
None	8. Main Office transmits the approved Visa Order to Cagayan de Oro Immigration District Office via local courier	None	3-7 days	<i>Records Section Main Office</i>
9. Submits the original passport 9.1. Secures the passport and check the implemented visa if application is approved	9. Receives the original passport 9.1. Accept passport and implement the approved visa if application is approved. 9.2. Releases the passport and certified true copy of Order	None	30 minutes per application	<i>Officer-in-Charge Alien Control Officer</i>
10. Presents the claim stub 10.1. Claims the ACR I-Card	10. Receives the claim stub (If ACR I-Card is available) 10.1. Releases the ACR I-Card	None	10 minutes	<i>Officer-in-Charge Releasing Officer</i>
TOTAL			18 days & 30 mins	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP

			6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

**Fees are updated as of 06 March 2014 and may change without prior notice.*

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant



Note: For dispute purposes, applicant may present Official receipts of previous annual report payments

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPONSIBLE
1. Submit the checklist of requirements to Officer-in-Charge	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer /s
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	

4. Boarding Formalities

Arrival Formalities

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction

Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving foreign nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Valid Seaman's Book	Concerned issuing authority
Additional Requirements (If applicable)	Philippine Foreign Service Post, BI
3. Valid visaed crew list (9c) for foreign crew	
4. Notice of Arrival (48 Hrs. before the arrival of the vessel)	Shipping line
5. Arrival Crew list	Shipping line
6. Voyage Memo	Shipping line
7. Ships Particular	Shipping Line
8. NIL list	Shipping line
9. Letter of explanation (if no visaed crew list)	Master of the Vessel



10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	BI- Main Office, Certification and Clearance Section(CCS)
Additional Requirements for Cruise Ship:	
1. Passenger Manifest	Shipping Line
2. Manifest of Disembarking passengers	Shipping Line
3. Manifest of embarking passengers	Shipping Line
4. List of Signing off crew members	Shipping Line
5. List of signing on crew members	Shipping Line
6. Shore Pass	Immigration Boarding Officer
7. Departure cards (Filipino passengers/crew) - Cruise Ship	Immigration Boarding Officer
8. Arrival cards (Foreign passenger/crew) - Cruise Ship	Immigration Boarding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPON SIBLE
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<p>1. Submit NOA (Notice of Arrival), with crew list, NIL list, Ships particular and voyage memo 48 hrs. before the arrival vessel</p>	<p>1. Receive and assess pertinent documents from the foreign vessel.</p> <p>1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.</p> <p>1.2 Check derogatory records/active alerts</p>	<p>NONE</p>	<p>1 - 2 minutes/pax</p>	<p><i>Immigration Officer</i></p>
<p>2. Submit visa crew list</p>	<p>Assessment of fees and Pay to cashier</p>	<p>100.00/crew visa crew list</p> <p>10.00/crew LRF</p> <p>500/express lane fee/vessel</p> <p>If with fine</p> <p>100.00 /crew visa crew fee</p> <p>10.00/crew LRF</p>	<p>5 to 10 minutes</p>	<p><i>Bu. of Immigration Assessor and cashier</i></p>

		500.00/express lane fee/vessel 500.00/crew fine		
<p>The master presented all the necessary documents of the vessel such as:</p> <ul style="list-style-type: none"> a. NOA b. Ships particular c. NIL List d. Voyage Memo e. Crewlist 	<ul style="list-style-type: none"> 1. Conducting boarding formalities <ul style="list-style-type: none"> a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. c. Ask the master if there are any signing-in and signing- off and other relevant matters. 	<p>none</p>	<p>1 hour and 30 minutes</p>	<p>Immigration Boarding Officer and Boarding Assistant</p>

f. Passport g. Seaman's book h. Departure Clearance (from local port)	d. Check the cabins and other rooms if there are stowaways e. Conclusion of boarding formalities.			
The master advised the Immigration through the agent that a crew needs medical attention.	1. issuance of shore pass and monitoring of the vessel during her entire stay in the port.	none	continuing	Immigration Boarding Officer and Boarding Assistant
The master advised Immigration through the agent the departure of the vessel	1. Issuance of departure clearance to the master of the vessel 2. Ask the master if there are changes of the crews manifest due to signing-in and signing-off.	none	10 minutes	Immigration Boarding Officer and Boarding Assistant
	TOTAL	None		

Departure Formalities / Immigration Port Clearance

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.



Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Foreign vessels

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ seaman's book	Concerned issuing authority
2. Embarking crew list	Shipping Line
3. Departure crew list	Shipping Line
4. Embarking passenger manifest (Cruise Ship)	Shipping Line
5. Departing Passenger Manifest (Cruise Ship)	Shipping Line
6. Voyage Memo for next port	Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPONSIBLE
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<p>1. Present passport/travel document and all other required documents</p>	<p>1. Receive and assess pertinent documents from the foreign national.</p> <p>1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.</p>	<p>Payment for RP/SRC</p> <p>Php 2,880 (1 Year)</p> <p>Php 2 170 (6 months)</p> <p>Php 2,520 (1 Year extension)</p> <p>Php 2 020 (6 months extension)</p>	<p>15 seconds</p>	<p><i>Immigration Officer</i></p>
<p>2. Respond to questions asked by Immigration Officer</p>	<p>2. Check derogatory records/active alerts</p> <p>Asks questions for evaluation purposes</p>	<p>None</p>	<p>20 seconds</p>	<p><i>Immigration Officer</i></p>
<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer/Cashier</i></p>

4. Await the release of passport/ travel document	4. Allow exit of foreign national, affixes the departure stamp, and flight number <i>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i>	None	25 seconds	Immig ration Officer Immig ration Office r/DIS/ TCEU BCIU
TOTAL			90 econds	

Departure Formalities for Philippine Passport / Travel Document Holders

All departing Philippine passports or Travel Document Holders shall undergo Immigration departure formalities to ensure compliance with existing laws, rules, and regulations.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Philippine passports or Travel Document Holder

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Department of Foreign Affairs (DFA)
2. Boarding pass	Airline/Shipping Line
3. Filled out departure card	Airline/Shipping Line/BI



Additional requirements, if applicable	Concerned visa issuing authority
1. Valid Visa required by the country of destination	
2. Travel Declaration and Acceptance of Terms and Risk Form	Airline Counter/Immigration Departure Area
3. Travel and health insurance	Travel and health insurance company of the passenger
4. Confirmed round trip ticket for tourist	Airline/Travel Agency
5. Department of Social Welfare and Development (DSWD) Clearance for minors	Department of Social Welfare and Development (DSWD)
6. Pre-departure Orientation Seminar (PDOS) and CFO certificate for:	Commission on Filipino Overseas (CFO)
a. First time Immigrant visa holders (emigrants)	
b. Filipino Fiance/Spouse/Partner of Foreign National/Former Filipino Citizen/ Dual Citizen with Visa and CFO Guidance and Counseling Certificate	
c. Au Pair bound for Europe	
d. Students issued of J1 Visa bound for United States of America (USA)	
e. Others (please refer to CFO website at https://cfo.gov.ph)	
7. PDOS Certificate, valid work visa and contract for first time OFW	CFO,OWWA, Visa Issuing Authority and Employer
8. Overseas Employment Certificate (OEC) for Overseas Filipino Workers (OFW)	Philippine Overseas Employment Administration (POEA)

9. Travel Authority (TA) for government employees	Employer Government Institution
10. Seafarer's Identity Document (SID) and Seafarer's Record Book	Maritime Industry Authority (MARINA)
11. Certificate of Not the Same Person (NTSP) for those with the same name found in the BI Derogatory Record Database	BI-Main Office-CCS
12. Allow Departure Order (ADO) for passengers with active Hold Departure Orders (HDO) and Watch List Orders (WLO)	BI Main Office, Intramuros, Manila

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. Checks the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Ask questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>

<p>3. Follow instructions and awaits the decision of Immigration Officer Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3.Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>		<p>30 seconds</p>	<p><i>Immigration Officer</i></p> <p><i>Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control Enforcement Unit (TCEU)</i></p> <p><i>Anti-Fraud Section (AFS) personnel</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow exit of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. <i>In case the Philippine passport/travel document holder has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i></p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i></p> <p><i>Immigration Officer/DIS/ Border Control Intelligence Unit (BCIU) personnel</i></p>

5. Cancellation of ACR I-card for



**Downgrading/Expired I-card ACR I-Card
 Cancellation**

Office or Division:	Not Applicable
Classification:	
Type of Transaction:	
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

6. Conversion to Non-quota Immigrant Visa by Marriage

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen



Who may avail:	A foreign national on the basis of his valid marriage to a Philippine citizen. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>**Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Joint letter request addressed to the Commissioner from the applicant and the petitioning Filipino spouse;</p>	Applicant and Petitioner	
2. Duly accomplished CGAF (BI Form CGAF-001-Rev 2	Cagayan de Oro District Office or www.immigration.gov.ph	
<p>3. Marriage Certificate or Marriage Contract</p> <p>***All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document</p>	<p>Philippine Statistics Authority (PSA);</p> <p>Philippine Foreign Service Post (FSP) or Petitioner</p>	

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<p>4. Birth Certificate or certified true copy of BI-issued Identification Certificate as Filipino citizen of the Filipino spouse</p> <p>Identification Certificate if spouse is a dual citizen.</p> <p>***All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document</p>	<p>Philippine Statistics Authority (PSA);</p> <p>Philippine Foreign Service Post (FSP) or Petitioner or Records Section at Main Office</p>
<p>5. Photocopy of passport bio-page and latest admission with valid authorized stay</p>	<p>Applicant</p>
<p>6. Valid National Bureau of Investigation (NBI) Clearance</p>	<p>National Bureau of Investigation</p>
<p>7. BI Clearance Certificate</p>	<p>Cagayan de Oro District Office</p>
<p>Additional Requirements:</p> <ol style="list-style-type: none"> 1. Affidavit Guarantee or Notarized Guarantee Letter- warranting that all documents submitted with no intention to defraud the government and other parties 2. Photocopies of Passport pages with stamps of the applicant and petitioner spouse 3. 1 piece of 2x2 picture white background for the visa applicant 	<p>Applicant and Petitioner</p>
<p>ACR I-CARD APPLICATION FOR 13 (A) PROBATIONARY</p>	
<p>1. Duly accomplished CGAF (BI Form CGAF-001-Rev 2)</p>	<p>Cagayan de Oro District Office or immigration.gov.ph</p>
<p>2. Photocopy official receipt</p>	<p>Applicant</p>

3. Photocopy of passport bio-page and latest admission with valid authorized stay	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer in Charge for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>15 minutes per application</p>	<p>Cagayan De Oro Immigration District Office/ <i>Officer in Charge</i></p>

<p>. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer in charge for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Officer in Charge</i></p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>

4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	5 minutes per application	<i>Cashier</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Officer-in-Charge	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS]).	None	5 minutes per application	<i>Officer-in-Charge</i>
6. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)	6. Captures the applicant's biometric information (photograph and fingerprint)	None	15 minutes per application	Fingerprint Area <i>Fingerprint Examiner/Operator</i>
7.1 Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to officer in charge 7.2 Conduct a hearing or interview for the applicant	7.1 Receives the duly evaluated visa application with the attached BICC and official receipt (1 photocopy) 7.2 Conduct a hearing or an interview to the applicant and petitioner with the questionnaire provided by the officer in charge		5 minutes per application 30-45 mins per applicant and petitioner	<i>Hearing Officer</i> or <i>Alien Control</i>

and petitioner			(hearing)	<i>Officer</i>
None	<p>8.1 Evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend approving or denying the visa application.</p> <p>8.2. Prepare the final Visa Order for signature of Alien Control Officer</p> <p>8.3. Record the application and prepare endorsement for transmittal to Main Office</p>		<p>2 days</p> <p>15 mins</p> <p>10 mins</p>	<p><i>Alien Control Officer</i></p> <p><i>Officer in Charge</i></p> <p><i>Officer in Charge</i></p>
None	9. Transmit the application folder to Main Office via local courier	None	3-7 days	<i>Messenger</i>

None	10. Main Office transmits the approved Visa Order to Cagayan de Oro Immigration District Office via local courier	None	3-7 days	Records Section Main Office
11. Submits the original passport 11.1.Secures the passport and check the implemented visa if application is approved	11. Receives the original passport 11.1. Accept passport and implement the approved visa if application is approved. 10.2.Releases the passport and certified true copy of Order	None	30 minutes per application	Officer-in-Charge Alien Control Officer
12. Presents the claim stub 12.1. Claims the ACR I-Card	12. Receives the claim stub (If ACR I-Card is available) 12.1. Releases the ACR I-Card	None	10 minutes	Officer-in-Charge Releasing Officer
TOTAL			18 days & 50 mins	

CONVERSION TO NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under SECTION 13(A) of CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko)	USD 50.00	USD 50.00	USD 50.00



Sentral ng Pilipinas on the day of assessment)			
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**Fees are updated as of 06 March 2014 and may change without prior notice.*

7. Conversion to Pre-Arranged Employee Visa-Commercial

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

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Cagayan De Oro Immigration District Office or downloadable from www.immigration.gov.ph</p>
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<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favour, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>1. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p>
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<p>2. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating</p>	<p>Department of Justice (DOJ) Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p>
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duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)	Department of Trade and Industry (DTI) Bureau of Internal Revenue (BIR)
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and	None	10 minutes per application	Cagayan De Oro Immigration District Office



	visa application to applicant			
. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to	None	10 minutes per application	<i>Officer-in-Charge</i>

	applicant			
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of</p>	None	5 minutes per application	Assessor

	Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier</i>

<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Officer-in- Charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS]).</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Officer-in-Charge</i></p>
<p>6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>15 minutes per application</p>	<p><i>Fingerprint Area Fingerprint Examiner/Operator</i></p>

None	<p>7. Evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend approving or denying the visa application.</p> <p>7.1. Prepare the final Visa Order for signature of Alien Control Officer</p> <p>7.2. Record the application and prepare endorsement for transmittal to Main Office</p>	None	5 days	<p><i>Alien Control Officer</i></p> <p><i>Officer-in-Charge</i></p> <p><i>Staff/Officer-in-Charge</i></p>
None	8. Transmit the application folder to Main Office via local courier	None	3-7 days	<i>Messenger</i>
None	<p>9. Approve in Manila thru scheduled Agenda</p> <p>9.1. Record the folder in the system and upload in the official website</p>	None	depends on volume of applicants	<i>Main Office VTF/Board Secretary</i>



None	10. Once Visa Order is received from Main Office; log, record and inform the applicant.	None	5 minutes	Records Section Main Office
11. Submits the original passport 11.1. Secures the passport and check the implemented visa if application is approved	11. Receives the original passport 11.1. Accept passport and implement the approved visa if application is approved. 11.2. Releases the passport and certified true copy of Order	None	30 minutes per application	Officer-in-Charge Alien Control Officer
12. Presents the claim stub 12.1. Claims the ACR I-Card	12. Receives the claim stub (If ACR I-Card is available) 12.1. Releases the ACR I-Card	None	10 minutes	Officer-in-Charge Releasing Officer
TOTAL		Refer to table below	8-12 days 2 hours and 5 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD



2. ACR I-Card				50.00
B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

8. Conversion to Pre-Arranged Employee Visa-Missionary

Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Cagayan de Oro Immigration District Office or downloadable from www.immigration.gov.ph</p>
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<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1</p>	<p>Securities and Exchange Commission (SEC)</p>
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photocopy) 4. If petitioner is a: i. Corporation/Partnership -	51 Page Applicant and/or Petitioner
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Officer-in-Charge</i> Cagayan de Oro Immigration District Office

<p>. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Officer-in-Charge</i> Cagayan de Oro Immigration District Office</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>

	3.4. Issues the Order of Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Officer-in- Charge	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information	None	30 minutes	<i>Officer-in-Charge</i>

	System [VAIS]).			
6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for ACR I-Card	6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card	None	15 minutes per application	<i>Fingerprint Area</i> Fingerprint Examiner/Operator

None	7. evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 7.1. Prepare the final Visa Order for signature of Alien Control Officer 7.2. Record the application and prepare endorsement for transmittal to Main Office	None	5 days	Alien Control Officer Officer-in-Charge Staff/Officer-in-Charge
None	9. Transmit the application folder to Main Office via local courier	None	3-7 days	Messenger
None	10. Approve in Manila thru scheduled Agenda 10.1. Record the folder in the system and upload in the official website	None	depends on the volume of applicants	Main Office VTF/Board Secretary



None	11. Once Visa Order is received from Main Office; log, record and inform the applicant.	None	5 minutes	<i>Records Section Main Office</i>
12. Submits the original passport 12.1. Secures the passport and check the implemented visa if application is approved	12. Receives the original passport 2.1. Accept passport and implement the approved visa if application is approved. 12.2. Releases the passport and certified true copy of Order	None	30 minutes per application	<i>Officer-in-Charge Alien Control Officer</i>
13. Presents the claim stub 13.1. Claims the ACR I-Card	13. Receives the claim stub (If ACR I-Card is available) 13.1. Releases the ACR I-Card	None	10 minutes	<i>Officer-in-Charge Releasing Officer</i>
TOTAL		Refer to table below	8-12 working days, 2 hours and 2 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEES TO BE PAID (WITH ENDORSEMENT)



CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 12,860.00	PHP 10,650.00	PHP 10,400.00	PHP 9,900.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

**FEES TO BE PAID
(NO
ENDORSEMENT)**



CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.0
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	0 USD 50.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

9. Conversion to Student Visa

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 and Medicine program at a duly accredited learning institution.

** 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:	Cagayan De Oro Immigration District Office
Classification:	Complex Transaction

Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2nd Floor Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school



5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Student Visa Section, Bureau of Immigration, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form.</p>	<p>1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>5 minutes</p>	<p>Student Visa Section counter 4,, 2nd Floor, Gateway Tower Limketkai, Lapan, Cagayan de Oro City</p>
<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p>	<p>None</p>	<p>1 day</p>	<p>Student Visa Section Window 4, Student Visa Section, 2nd Floor, nd Floor, Gateway Tower Limketkai, Lapan, Cagayan de Oro City</p>
	<p>2.1 Issue the Order of Payment Slip (OPS).</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessors Window 4, Student Visa Section, 2nd floor, nd Floor, Gateway Tower Limketkai, Lapan, Cagayan de Oro City</p>

Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS:</p> <p>Php 9,720.00 plus ACR I- Card Fee of U.S. \$50.00 (<i>calculated accdg. To BSP Forex Rate on date of payment</i>)</p> <p>REGULAR:</p> <p>Php 8,220.00 plus ACR I- Card Fee of U.S. \$50.00 (<i>calculated accdg. To BSP Forex Rate on date of payment</i>)</p>	5 minutes	<p><i>Cashier</i></p> <p>Window 2, Student Visa Section, 2nd Floor, nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>
	Encode, Endorsement and prepare transmittal of reviewed CGAF to the Student Desk Main office Approval	None	10 Minutes	<i>Alien Control Officer</i>
	Send via local courier	none	7 days	<i>LBC Courier</i>
Approval from Student Desk Quezon City	4. Approval for Implementation	none	7-14 days	<i>Student Visa Section Quezon City</i>
Implementation Order	4.1 Implement the duly approved visa on subject's passport	none	5 minutes	<p><i>Alien Control Officer</i></p> <p>, 2nd Floor, nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>

Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.	4.2 Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	Data capture staff/ officer Window 5, Student Visa Section, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
ACR_ICARD endorsement	4.3 Encode, Endorsement and prepare transmittal of reviewed ICARD endorsement to the Student Desk Main office Approval	none	5 minutes	Alien Control Officer
	4.4 Sent via courier	none	3- 7 days	LBC Courier
	4.5. ICARD printing	none	15 to 30 days	LBC Courier
Submit the claim stub.	5. Release of ACR I-Card.	None	5 minutes	Student Desk Window 4, Student Visa Section, 2 nd Floor, nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City



	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdgd. To BSP Forex Rate on date of payment)</i>	3 days	
	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdgd. To BSP Forex Rate on date of payment)</i>	7 days	
	TOTAL:		59 days and 40 minutes	

10. Emigration Clearance Certificate (ECC-A)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)

Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant	
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant	
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant	

8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	<i>Fingerprint Examiner</i> ARP Counter Window 8 2 nd Floor, Gateway Tower Limketkai, Lapanan, Cagayan de Oro City
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	5 minutes	<i>Assessor</i> Window 4
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Cashier</i> Cash Window 2
	4. staff receives the OR and issues a claim stub.	None		<i>Receiving/Releasing Staff</i> Window 2



4. Submit the Official Receipt (OR)	4.1 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the officer	None	5 minutes	<i>Fingerprint Examiner/ ECC Typist</i> <i>Chief</i>
	4.2 Final review and approval	None	5 minutes	Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	5 minutes	<i>Receiving/Releasing Staff</i> Window 4
TOTAL:			30 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	

ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

11. Extension of Authorized Stay of Temporary Visitors

Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements:		Cagayan De Oro Immigration District Office / BI Website www.immigration.gov.ph/		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)				
2. Notarized letter of explanation for overstaying		Applicant		
3. Passport of the applicant (original)		Applicant		
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
5. Birth Certificate if applicant is a child		Applicant		
<i>Additional requirements per visa category:</i>		Applicant		
Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or				
1. BI Accreditation ID of the Travel Agent (1 photocopy)				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPON SIBLE
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1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Officer-in-charge</i>
2. Proceed to Window 1 (Assessor)	2. Assess the fees and issue OPS 2.1. Issue Official Receipt 2.2. Provide the applicant with contact number for follow-up	Motion for Reconsideration fee P1,010	12 minutes	<i>Assessor</i> <i>r</i> <i>Cashier</i> <i>Officer-in-charge</i>
	2.3. Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicants to apply in the Main Office.	None	1 working day	<i>Staff-in-charge</i>
	2.4 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>

	2.5 Draft the Order.	None		<i>Staff-in-charge</i>
	2.6 Review and sign Order for endorsement to the C, IRD	None	3-7 days	<i>Alien Control Officer</i>
	2.7 Transmit the Order to the Immigration Regulation Division (IRD) thru local courier	None		<i>Staff-in-charge</i>
	2.8 Notify the applicant via contact number provided upon receipt of the approved Order from IRD	None		<i>Staff-in-charge</i>
3. Present the original passport and official receipt	3. Issue the copy of approved Order and discuss the details of the Order with the applicant.	None	10 minutes	<i>Staff-in-charge</i>
	3.1 Instruct applicant to proceed to Window 1 for assessment of fees.			
	3.2 Asses the fees and issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	5 minutes	<i>Assessor</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>Fees may vary on number of months overstayed</i>	5 minutes	<i>Cashier</i>
	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa</i>

5. Submit the OR.	5.1 Enter the approval in the BI system.	None	5 minutes	<i>Reviewing and Approving Officer</i>
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	5 minutes	<i>Implementer (Window 3)</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Implementer (Window 3)</i>
TOTAL:		<i>Total fees depends on number of months overstayed</i>	8 working days and 59 minutes	

Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Cagayan de Oro Immigration District Office / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child or former Filipino	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or . Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Officer-in-charge</i>
2. Proceed to Window 1 (Assessor)	2. Assess the fees and issue OPS 2.1. Issue Official Receipt 2.2. Provide the applicant with contact number for follow-up	Motion for Reconsideration fee P1,010	12 minutes	<i>Assessor</i> <i>Cashier</i> <i>Officer-in-charge</i>

	2.3. Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicants to apply in the Main Office.	None	1 working day	<i>Staff-in-charge</i>
	2.4 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors
	2.5 Draft the Order.	None		<i>Staff-in-charge</i>
	2.6 Review and sign Order for endorsement to the C, IRD	None	3-7 days	<i>Alien Control Officer</i>
	2.7 Transmit the Order to the Immigration Regulation Division (IRD) thru local courier	None		<i>Staff-in-charge</i>

	2.8 Notify the applicant via contact number provided upon receipt of the approved Order from IRD	None		<i>Staff-in-charge</i>
3. Present the original passport and official receipt	3. Issue the copy of the approved Order and discuss the details of the Order with the applicant.	None	10 minutes	<i>Staff-in-charge</i>
	3.1 Instruct applicant to proceed to Window 1 for assessment of fees.			
	3.2 Asses the fees and issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	5 minutes	<i>Assessor</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>Fees may vary on number of months overstayed</i>	5 minutes	<i>Cashier</i>
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
3. Present the claim stub.	5.1 Enter the approval in the BI system.	None	5 minutes	<i>Staff-in-charge TVS</i>

4. Proceed to window 5	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	5 minutes	Implementer (Window 3)
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Implementer (Window 3)
TOTAL:		Total fees depends on number of months overstayed	8 working days and 59 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00

3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
2. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
mccliii. i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
mlxxvii. i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
3. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	

a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
a. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
b. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	3,150.00
ii. 14-15 years of age	4,150.00
ii. 16 years above	4,400.00



c. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
2. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00

12. Extension of Pre-Arranged Employee Visa-Commercial



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

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national Coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine

Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks to extend his/her employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>ISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p>	<p>Cagayan de Oro Immigration District Office or downloadable from www.immigration.gov.ph</p>
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<p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favour, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attaches his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and</p>	<p>Applicant</p> <p>Petitioner</p> <p>Department of Labor and Employment (DOLE) Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p>
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<p>scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No.</p>	<p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph) Cagayan de Oro Immigration District Office</p>
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<p>1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or</p>	<p style="text-align: right;">79 P age</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Cagayan De Oro Immigration District Office</p>

<p>Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Officer-in-Charge</i></p>
	<p>2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>			

<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i></p>

<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Officer-in- Charge</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS]).</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Officer-in-Charge</i></p>
<p>6.1. Attends the hearing/interview 6.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Interview the applicant and petitioner 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>1 hour per application</p>	<p><i>Hearing Officer/ Alien Control Officer</i></p>

None	<p>7. Evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>7.1. Prepare the final Visa Order for signature of Alien Control Officer 7.2. Record the application and prepare endorsement for transmittal to Main Office</p>	None	5 days	<p><i>Alien Control Officer</i></p> <p><i>Officer-in-Charge</i></p> <p><i>Staff/Officer-in-Charge</i></p>
None	<p>9. Transmit the application folder to Main Office via local courier</p>	None	3-7 days	<i>Messenger</i>
None	<p>10. Approve in Manila thru scheduled Agenda 10.1. Record the folder in the system and upload in the official website</p>	None		<p><i>Main Office VTF/Board Secretary</i></p>



None	11. Once Visa Order is received from Manila; log, record and inform the applicant for schedule	None	5 minutes	<i>Records Section Main Office</i>
12. Submits the original passport 12.1. Secures the passport and check the implemented visa if application is approved	12. Receives the original passport 2.1. Accept passport and implement the approved visa if application is approved. 12.2. Releases the passport and certified true copy of Order	None	30 minutes per application	<i>Officer-in-Charge Alien Control Officer</i>
13. Presents the claim stub 13.1. Claims the ACR I-Card	13. Receives the claim stub (If ACR I-Card is available) 13.1. Releases the ACR I-Card	None	10 minutes	<i>Officer-in-Charge Releasing Officer</i>
TOTAL		Refer to table below	8-12 working days 2 hours and 50 minutes	

EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00



1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP



1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	13,210.00 USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	19,050.00
2. ACR I-Card				USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

13. Extension of Pre-Arranged Employee Visa-Missionary

Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Cagayan de Oro Immigration District Office or downloadable from www.immigration.gov.ph</p>

<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized</p>	<p>Securities and Exchange Commission (SEC)</p>
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<p>representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. If petitioner is a:</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application` 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Cagayan De Oro Immigration District Office</p>

<p>. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Officer-in-Charge</i></p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>

	3.4. Issues the Order of Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Officer-in- Charge	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information	None	30 minutes	<i>Officer-in-Charge</i>



	System [VAIS]).			
6.1. Attends the hearing/interview 6.2. Secures the claim stub for ACR I-Card	6.1. Interview the applicant and petitioner 6.2. Issues the claim stub for ACR I-Card	None	1 hour per application	<i>Hearing Officer/Alien Control Officer</i>

None	<p>7. Evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>7.1. Prepare the final Visa Order for signature of Alien Control Officer</p> <p>7.2. Record the application and prepare endorsement for transmittal to Main Office</p>	None	5 working days	<p><i>Alien Control Officer</i></p> <p><i>Officer-in-Charge</i></p> <p><i>Staff/Officer-in-Charge</i></p>
None	<p>9. Transmit the application folder to Main Office via local courier</p>	None	3-7 days	<i>Messenger</i>
None	<p>10. Approve in Manila thru scheduled Agenda</p> <p>10.1. Record the folder in the system and upload in the official website</p>	None		<p><i>Main Office</i></p> <p><i>VTF/Board</i></p> <p><i>Secretary</i></p>



None	11. Once Visa Order is received from Manila; log, record and inform the applicant of schedule	None	5 minutes	Officer-in-Charge/Job Order
12. Submits the original passport 12.1. Secures the passport and check the implemented visa if application is approved	12. Receives the original passport 2.1. Accept passport and implement the approved visa if application is approved. 12.2. Releases the passport and certified true copy of Order	None	30 minutes per application	Officer-in-Charge Alien Control Officer
13. Presents the claim stub 13.1. Claims the ACR I-Card	13. Receives the claim stub (If ACR I-Card is available) 13.1. Releases the ACR I-Card	None	10 minutes	Officer-in-Charge Releasing Officer
TOTAL		Refer to table below	8-12 working days 2 hours and 50 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP

1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	7,370.00 USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 12,860.00	PHP 10,650.00	PHP 10,400.00	PHP 9,900.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.0
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	0 USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.0
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	0 USD



2. ACR I-Card			50.00
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14. Extension of Student Visa

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:	Cagayan De Oro Immigration District Office
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	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Gateway Tower. Lapasan, Cagayan de Oro City
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honourable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

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	Bureau of Quarantine
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).	National Bureau of Investigation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 nd Floor, Gateway Tower, Limketkai, Lapanan Cagayan de Oro City
Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant’s details in the system.	None	1 day	Evaluation Officer Window 4, Student Visa Section, 2 nd Floor, Gateway Tower, Limketkai, Lapanan Cagayan de Oro City

	2.1 Issue the Order of Payment Slip (OPS).	None	5 minutes	Assessors Window 4, Student Visa Section, 2 nd floor, Gateway Tower, Limketkai, Lapanan Cagayan de Oro City
Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	5 minutes	Cashier Window 2, Student Visa Section, 2 nd Floor, Gateway Tower, Limketkai, Lapanan Cagayan de Oro City
	4. Endorsement and transmittal to Student Desk Main office via local courier	none	5 minutes	<i>Alien Control Officer</i>
	5. Send via Local courier	none	7 days	<i>LBC courier</i>

	6. Approval from Student desk Manila	none	7 to 14 days	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	7. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.	none	10 minutes	Window 4, Student Visa Section, 2 nd Floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City
	8. ICARD endorsement and transmittal to Student Desk Manila via local courier	none	10 minutes	Alien Control Officer
	9. Send via local courier	none	7 days	LBC Courier
	10. Printed ICARD	none	15 to 30 days	ICARD Main Office
TOTAL	Express	Php 7,030.00 plus ACR I- Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	3 days	
	Regular	Php 5,530.00 plus ACR I- Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	7 days	

15. Immigration Port Clearance

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen - (G2C)
Who may avail:	Departing Foreign vessel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ Seaman's book	Shipping Line
2. Embarking crew list	Shipping Line
3. Departing crew list	Shipping Line
4. Embarking Passenger Manifest (Cruise Ship)	Shipping Line
5. Departing Passenger Manifest (Cruise Ship)	Shipping Line
6. Voyage Memo for Next port	Shipping Line
7. Immigration Port Clearance	BI Immigration Officer
8. NIL list	Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Shipping agent will submit all the required documents to Immigration Boarding Officer before the departure of the foreign vessel	Boarding officer will issue Immigration port clearance after completion of voyage itinerary and inspection	none	2 minutes	Immigration Boarding Officer
	TOTAL:		2 minutes	

. Provisional Work Permit

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder

a. PRINCIPAL

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

Cagayan De Oro Immigration District Office or downloadable from www.immigration.gov.ph



<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p style="padding-left: 40px;">IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favour, unless they are identified in (i), (ii) and (iii) above.</p> <p style="padding-left: 40px;">IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>6. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>7. Duly acknowledged Employment Contract, Secretary's</p>	<p>Applicant</p> <p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates Department of</p>
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<p>Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits,</p>	<p>Trade and Industry (DTI) Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p>
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and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)	Applicant and/or Petitioner a g e Cagayan de Oro Immigration District Office Bureau of Immigration Accreditation Unit (BIAU)	100 P
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
. Presents the original passport and other required documents for the permit application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the permit application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Cagayan De Oro Immigration District Office

<p>2.1. Presents the original passport and duly evaluated application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated permit application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>
<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>P4,040</p>	<p>10 minutes per application</p>	<p><i>Cashier</i></p>
<p>4.1. Submits the duly evaluated permit application with properly attached BICC and official receipt to Officer-in-Charge</p>	<p>4.1. Receives the duly evaluated permit application with the attached BICC and official receipt</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Officer-in-Charge</i></p>

	4.2 Issues the claim stub			
None	5. evaluate the full compliance with the documentary and procedural requirements, verify the authenticity of submitted documents with BI offices and other government agencies 5.1. Prepare and enter the details in the VAIS to generate a PWP Order. 5.2 Print the Order 5.3 Officer-in-Charge signs the PWP Order 5.4 Alien Control Officer signs the PWP Order 5.2. Record the application and inform the applicant	None	5 days	<i>Alien Control Officer</i> <i>Officer-in-Charge</i> <i>Alien Control Officer</i> <i>Staff/Officer-in-Charge</i>
6. Submits the original passport	6. Receives the original passport 6.1 Releases the passport and Original PWP Order	None	3 minutes	<i>Officer-in-Charge</i>
TOTAL		P4,040	5 days 58 minutes	

16. 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:	Cagayan De Oro Immigration District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Pre-school, Primary or Secondary Levels; and 6. Cross-enrolees. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school



Duly 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;	BI website or Information Counter, Student Visa Section, 2nd Floor Gateway Tower Limketkai, Lapasan Cagayan de Oro City
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form.</p>	<p>1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>
<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p>	<p>None</p>	<p>1 day</p>	<p><i>Evaluation Officer</i> Data entry staff/ officer Window 4, Student Visa Section, 2nd floor, 2nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>
	<p>2.1 Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessors Window 4, Student Visa Section, 2nd Floor, 2nd Floor, Gateway Tower</p>

				Limketkai, Lapasan, Cagayan de Oro City
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I- Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I- Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	5 minutes	Cashier Window 2,, 2 nd Floor, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implemente r Window 3, Student Visa Section, 2 nd Floor, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City



TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	7 days	
		total	1 day and 20 minutes	

17. Special Work Permit

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who shall engage in gainful employment for three to six months IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p>	<p>Cagayan De Oro Immigration District Office or downloadable from www.immigration.gov.ph</p>
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<p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p style="padding-left: 40px;">IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p style="padding-left: 40px;">IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p>
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<p>1. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>2. Duly acknowledged Employment Contract, Secretary's</p>	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>Bureau of Internal Revenue (BIR)</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>. Presents the original passport and other required documents for the permit application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the permit application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Cagayan De Oro Immigration District Office</p>

<p>2.1. Presents the original passport and duly evaluated application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated permit application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>
	<p>(BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)</p>			
<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>P6,440</p>	<p>10 minutes per application</p>	<p><i>Cashier</i></p>
<p>4.1. Submits the duly evaluated permit application with properly attached BICC and official receipt to Officer-in-Charge</p>	<p>4.1. Receives the duly evaluated permit application with the attached BICC and official</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Officer-in-Charge</i></p>

	receipt 4.2 Issues the claim stub			
None	5. Evaluate the full compliance with the documentary and procedural requirements, verify the authenticity of submitted documents with BI offices and other government agencies 5.1. Prepare and enter the details in the VAIS to generate a SWP Order. 5.2 Print the Order 5.3 Officer-in-Charge signs the SWP Order 5.4 Alien Control Officer signs the SWP Order 5.2. Record the application and inform the applicant	None	5 days	<i>Alien Control Officer</i> <i>Officer-in-Charge</i> <i>Alien Control Officer</i> <i>Staff/Officer-in-Charge</i>
6. Submits the original passport	6. Receives the original passport 6.1 Releases the passport and Original SWP Order	None	3 minutes	<i>Officer-in-Charge</i>

TOTAL	P6,440	5 days 58 minutes	
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18. Re-registration

Office or Division:	Cagayan De Oro Immigration District Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Aliens holder of ACR I-Card with native-born visa, dependents of permanent resident visas such as Sec. 13, 13(a), 13(g), Non-immigrant visas such as Sec. 9(g), SVEG and temporary resident visa who reached fourteen (14) years of age.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Cagayan De Oro Immigration District Office	
2. Original ACR I-Card		From applicant	
3. Photocopy of passport bio page, visa implementation and latest admission with valid authorized stay.		From applicant	
4. 1 piece 2x2 size picture with white background		From applicant	

<p>5. Additional Requirements:</p> <p>A. For a Lost ACR I-Card:</p> <p>(i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application</p>	<p>A Lost ACR I-Card</p> <p>(i) Applicant</p> <p>(ii) Applicant, notary service available outside of Bureau</p> <p>(iii) Nearest Police Station where loss occurred.</p> <p>(iv) Fingerprint Area</p>
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<p>B. For Amendment/s:</p> <ul style="list-style-type: none"> ▪Name/DOB: <ul style="list-style-type: none"> (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 ▪Citizenship/Nationality: <ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality ▪Address: <ul style="list-style-type: none"> (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii) Affidavit of Change of Address <p>C. For a Damaged ACR I-Card:</p> <ul style="list-style-type: none"> (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport bio page and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist) 	<p>B. Amendment/s</p> <ul style="list-style-type: none"> ▪Name/DOB <ul style="list-style-type: none"> : (i)Issuing Court (ii)PSA (iii)from applicant, notary service available outside of Bureau (iv)Fingerprint Area ▪Citizenship/Nationality: <ul style="list-style-type: none"> (i) from applicant (ii) from applicant, notary service available outside of Bureau ▪Address: <ul style="list-style-type: none"> (i) LGU of applicant's place of residence (ii) from applicant, notary service available outside of Bureau <p>C. Damaged ACR I-Card: (i)from applicant (ii) Cashier, secure assessment of fees from Registration Officer prior to payment (iii) From applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	
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1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	2 minutes	Cagayan De Oro Immigration District Office
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to the Registration Officer after payment of fees. 2.2 Sign the Checklist of Requirements.	None	15 minutes	Registration Officer/ Officer-in-Charge
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	5 minutes	
4. Proceed to the Fingerprint area for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, and signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement. 4.1 Conduct manual fingerprinting	None	15 minutes	Fingerprint Examiner/ Fingerprint Operator

5. Submit the application for blocking of ACR I- Card	5. Implement and block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	Registration Officer/ Officer-in-Charge
	5.1 Review the application.	None	5 minutes	Registration Officer/ Officer-in-Charge
	5.2 Final Review by the Alien Control Officer.	None	5 minutes	Alien Control Officer
	5.3 Transmit the total number of applications to Main Office via local courier	None	3 - 7 days	Cagayan de Oro Immigration District Office
	5.4 On process in Main Office	None		Main Office
	5.5 Once ACR I-Card is received from Main Office; log, record and notify the applicant.	None	5 minutes	Officer-in-Charge/ Job Order
6. To present claim stub to claim ACR I-Card	6. To release ACR I-Card to subject.	None	5 minutes.	Registration Officer/ Officer-in-Charge



	TOTAL	See table below	3-7 Days, 1 hour and 7 minutes	
	Re-registration fees (upon reaching 14 yrs of age)	P1,5		
	Admin.Fine/month if applicable	10.0		
	Admin.Fine/year if applicable	0 P		
		200.		
		00		
		P2,4		
		00.0		
		0		

19. Alien Registration Program

Office or Division:	Cagayan De Oro Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreigners with admissions under: Sec. 9(a), E.O. 408, LOI and Balikbayan privilege		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished BI Form 2014-08-019 Rev 0 for Alien Registration Program (ARP)		Cagayan de Oro Immigration District Office	
2. Photocopy of passport bio-page		Applicant	

3. 1 piece 2x2 size photo of applicant	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the accomplished ARP form and other documentary requirement	1. Receive and verify if the applicant has a record in the ARP database. If none, proceed with the registration.	None	1 minute	Officer-in-Charge/Job Order
	2. Check and review the form if accomplished legibly	None	1 minute	Officer-in-Charge/Job Order
	3. Encode the information to the ARP system	None	3 minutes	Officer-in-Charge/Job Order
	4. Perform photo capturing and fingerprinting of the applicant.	None	3 minutes	Officer-in-Charge/Job Order
TOTAL		None	8 minutes	

20. Certificate of Exemption

Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Cagayan De Oro Immigration District Office
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Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	ARP Counter, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant



8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
If travelling with parents: a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
If travelling with a legal guardian: a.) Photocopy of legal guardian's passport bio page; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport bio page of travelling companion	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Fingerprint Examiner ARP Counter Window 8</i>
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	5 minutes	<i>Assessor Window 4</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Cashier Cash Section Window 2</i>
4. Submits the Official Receipt (OR).	4. Staff receives the OR and issues claim stub.	None	10 Minutes	<i>Receiving/Releasing Staff- Window 2</i>
	4.1 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the Chief.	None		<i>Fingerprint Examiner/ ECC Typist</i>
	4.2 Final review and approval.	None	5 Minutes	<i>Alien Control Officer</i>
5. Present the claim stub.	5. Release the approved ECC/CE.	None	5 Minutes	<i>Receiving/Releasing Staff</i>



				Window 4
	TOTAL		40 minutes	

Transaction for Minor with previous extensions or updates	
Certificate of Exemption (Php 200) + LRF (Php 10)	
A-Cert Fee (Php 500) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	

Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
A-Cert Fee (Php 500) + Certificate of Exemption (Php 200) + LRF (Php 20) + Express Lane Fee (Php 500)	
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year	
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year	

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

21. Change of Address (ACR I-CARD)

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Holders of ACR I-Card who transferred residence (Except Tourist Visa I-Card holders)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certification stating the actual date of transfer.	Local Barangay
2. Affidavit of Change of Address stating the actual date of transfer.	Public Notary
3. Passport bio page	Applicant
4. ACR I-Card	Applicant
5. Official Receipts	Cagayan de Oro Immigration District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Applicant submits the required documents to the Officer-in-Charge	1. Receive and review the documents submitted by the applicant.	None	5 minutes	Officer-in-Charge/Registration Officer
	2. Check the details in the ACR I-Card database	None	1 minute	Officer-in-Charge/Registration Officer
	3. Advise the applicant to proceed to the Assessor for assessment of fees.	None	1 minute	Officer-in-Charge/Registration Officer
4. Applicant proceeds to	4. Assess the fees to be paid including penalties, if applicable only. Issues OPS.	P1,010 penalty P200/month late	5 minutes	Assessor
5. Applicant proceeds to the cashier for payment	5. Issues Official Receipt	None	2 minutes	Cashier
6. Submit the Official Receipt and other documentary requirements to the Registration Officer.	6. Enters the new address in the ACR I-Card database system including the Official Receipt number.	None	5 minutes	Officer-in-Charge/Registration Officer

7. Receives back the Official Receipts and other documents for safekeeping.	7. Instruct the applicant to keep all original documents for submission when the applicant wants to renew/re-issue his/her ACR I-Card for the new address to reflect on his/her ACR I-Card.	None	3 minutes	Officer-in-Charge/Registration Officer
	TOTAL	P1,010 penalty P200/month late	22 minutes	

22. Emigration Clearance Certificate with Re-entry Permit (RP)/Special Return Certificate (ECC)

Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
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	WHERE TO SECURE
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)	ARP Counter 4,2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City



2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	Applicant
3. Passport bio page, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and transmit the same to the assessors at Windows 6-8 for derogatory checking, assessment of fees and issuance of Order of Payment Slip (OPS).	None	5 minutes	<i>Staff</i> Windows 4
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Refer to the table of fees below	5 minutes	<i>Cashier</i> Cash Section Window 2
3. Submit the OR.	3. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's O.R. the ECC/CE-B number and RP/SRC validity.	None	5 Minutes	<i>Staff</i> window 8



4. Claim the OR with notation of RP/SRC Validity	4. Release O.R. to the applicant.	None	5Minutes	Staff Window 4
	TOTAL:		20 minutes	

RP/SRC (1 YEAR) ADULT - Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS.) ADULT - Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)
RP/SRC (1 YEAR) MINOR - Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS) MINOR - Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)

23. Motion for Reconsideration

It is the legal remedy given to aliens whose ACR I-card applications were dismissed (without prejudice) for breach of any provisions of THE ALIEN REGISTRATION ACT OF 1952 as amended, its implementing rules and regulations, the completeness rule and other related issuances. Said Motion for Reconsideration must be filed within the reglementary period provided for in the Notice of Dismissal, that is, 10-15 days from receipt of the Order of Dismissal. However, no Motion for Reconsideration shall be entertained for applications dismissed WITH PREJUDICE except those with approved resolutions or orders from the Commissioner or Board of Commissioners, as the case may be.

1.1 Motion for Reconsideration (MR) of Dismissed ACR I-Card not requiring the Commissioner’s Approval



Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens with dismissed ACR I-Card applications due to violation of BI Memorandum Circular RADJR-2012-10, Sec. 4 or the Completeness Rule
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



<ol style="list-style-type: none"> 1. Duly accomplished General Application Form/Renewal Form, as applicable 2. Duly Notarized Letter for Motion for Reconsideration 3. Photocopy of Alien Employment Permit (AEP), as applicable 4. Latest arrival stamp and departure 5. Barangay Certificate/ Clearance, as applicable 6. Police Clearance, as applicable 7. Affidavit of Loss/ Change of address/status/ nationality, as applicable 8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable 9. Proof of payment for ACR I-card cancellation fees, as applicable 	<p>Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit</p> <p>Client</p> <p>Department of Labor and Employment (DOLE) Client</p> <p>Barangay Hall</p> <p>PNP Station</p> <p>Client</p> <p>BI- Records Section</p> <p>Official receipt issued by Cashier</p>
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<p>10. Proof of payment of visa application, as applicable</p> <p>11. Photocopy of TIN ID, as applicable</p> <p>12. Photocopy of ID of liaison officer/accredited representative</p> <p>13. Birth Certificate/ Marriage Certificate, as applicable</p> <p>14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable</p> <p>15. Special Power of Attorney (SPA), as applicable</p>	<p>Bureau of Internal Revenue</p> <p>Client/ Accredited</p> <p>Representative Philippine</p> <p>Statistics Authority Client/</p> <p>BI- Records Section</p> <p>Client being represented</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	<i>Registration Officer</i>
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	MR FEE: 500.00 LRF: 10.00 ELF: 500.00	10 minutes	<i>Cashier</i>

3. Submit the MR and other documentary requirements to the Registration Officer	3. Receive and transmit the MR to ARD-Proper, Main Office for appropriate action via local courier	None	3-7 days	<i>Cagayan de Oro Immigration District Office</i>
4. Receive the Resolution on the Motion for Reconsideration.	10. Notify the applicant of conditions imposed on the approved applications, if any.	None	10 minutes	<i>Registration Officer</i>
	TOTAL	1,010.10	3-7 Working days and 15 minutes	

1.2 Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner's Approval.

Office or Division:	Not Applicable			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Aliens with dismissed ACR I-Card applications due to violation of RA 562			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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1.3 Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner's Approval (Involving Native Born Applications from Intel Division)

Office or Division:	Not Applicable
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens with dismissed ACR I-Card applications

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.4 Motion for Reconsideration of Dismissed ACR I-Card Not Requiring Commissioner's Approval (For reactivation of

deactivated ACR I- Card)

Office or Division:	Not Applicable			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Aliens with dismissed ACR I-Card applications			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

24. School Accreditation

Issuance of Certificate of School Accreditation (Private)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	G2B – Government to Business



Type of Transaction:	Simple
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Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed and received by the SEC	SEC
3. Latest valid Business Permit	LGU
4. Latest valid Sanitary Permit	LGU
5. Latest Fire Safety Inspection Certificate	LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form.</p>	<p>1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2nd Floor, 2nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>
<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p>	<p>None</p>	<p>1 day</p>	<p>Evaluation Officer <i>Data entry staff/ officer</i> Window 4, Student Visa Section, 2nd floor, 2nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>
	<p>2.1 Issue the Order of Payment Slip (OPS) for Application fee.</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessors Window 4, Student Visa Section, 2nd floor, 2nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City</p>

3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 minutes	<i>Cashier</i> Window 2, 2 nd floor, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
Present the notice of payment	4. Issue Order of Payment Slip (OPS) for Accreditation fee.	None	5 minutes	<i>Assessors</i> Window 4, Student Visa Section, 2 nd floor, 2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
Present the OPS to the Cashier for payment.	5. Issue the OR and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 minutes	<i>Cashier</i> Window 2, Student Visa Section, 2 nd floor, C2 nd Floor, Gateway Tower Limketkai, Lapasan, Cagayan de Oro City
	6.1 Endorsement and prepare for transmittal of reviewed documents to Student Desk Main office	none	10 minutes	<i>Alien Control Officer</i>
	6.2 Send via local courier	none	7 days	<i>LBC Courier</i>



	6.3 Approval from Student Desk Main officer	none	7 days	Student Visa Section, 2 nd floor, Civic Centre Building C, Quezon City Hall Complex
	6.4 School Inspection	none	1 day	School address
	6.5 Endorsement and prepare for transmittal of reviewed documents to Student Desk Main office	none	10 minutes	Alien Control Officer
	6.6. Send via local courier	none	7 days	LBC courier
Present the Official Receipt / Claim Stub	6.4 Release the Accreditation Order duly signed by the Commissioner.	None	7 to 14 days	<i>Implementers</i> Window 4, Student Visa Section, 2 nd floor, Civic Centre Building C, Quezon City Hall Complex
TOTAL	Express	Php 1010.00	7 days	
	Regular	Php 510.00	1 month	

25. Issuance of Certificate of School Accreditation (Public)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Cagayan De Oro Immigration District Office
Classification:	Complex Transaction

Type of Transaction:	Government to Business (G2B)		
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School	
2. Certified True Copy of Charter for State Universities and Colleges;		Applicant School Records	
3. Latest valid Sanitary Permit		LGU	
4. Latest Fire Safety Inspection Certificate		LGU	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 nd Floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City

<p>Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p>	<p>None</p>	<p>1 day</p>	<p><i>Evaluation Officer</i> <i>Data entry staff/ officer</i> Window 4, Student Visa Section, 2nd floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City</p>
	<p>2.1 Issue the Order of Payment Slip (OPS) for Application fee.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Assessors</i> Window 4, Student Visa Section, 2nd floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City</p>
<p>Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>EXPRESS: Php 1,010.00 REGULAR: Php 510.00</p>	<p>5 minutes</p>	<p><i>Cashier</i> Window 2, student visa section, 2nd floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City</p>
<p>Present the notice of payment.</p>	<p>4. Issue the OPS for Accreditation fee.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Assessors</i> Window 2, Student Visa Section, 2nd floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City</p>



Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 minutes	Cashier Window 2, Student Visa Section, 2 nd floor, Gateway Tower, Limketkai, Lapasan Cagayan de Oro City
	6.1 Endorsement and prepare for transmittal of reviewed documents to Student Desk Main office	none	10 minutes	<i>Alien Control Officer</i>
	6.2 Send via local courier	none	7 days	<i>LBC Courier</i>
	6.3 Approval from Student Desk Main officer	none	7 days	Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	6.4 School Inspection	none	1 day	School address
	6.5 Endorsement and prepare for transmittal of reviewed documents to Student Desk Main office	none	10 minutes	Alien Control Officer
	6.6. Send via local courier	none	7 days	LBC courier

Present the OR / Claim Stub	6. Release the Accreditation Order duly signed by the Commissioner.	None	5 minutes	Implementors Window 4, Student Visa Section, 2 nd floor, Civic Gateway Tower, Limketkai, Lapasan Cagayan de Oro City
TOTAL	Express	Php 1010.00	7 days	
	Regular	Php 510.00	1 month	



**CEBU IMMIGRATION DISTRICT OFFICE
EXTERNAL SERVICES**



1. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) permanent resident visa (except native-born visa),
- (ii) temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa. Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Cebu Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Cebu Immigration District Office
2. Original ACR I-Card		From applicant
3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay.		From applicant, Photocopier service available within the Robinson Galleria Cebu for Xerox of applicants documents

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CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



<p>4. Additional Requirements:</p> <p>A. Letter request for early renewal or explanation for late renewal</p> <p>B. For a Lost ACR I-Card:</p> <ul style="list-style-type: none">(i) Letter request(ii) Affidavit of Loss(iii) Police Report(iv) Biometric (fingerprinting) capturing after filing of application <p>C. For Amendment/s:</p> <ul style="list-style-type: none">▪ Name/DOB:<ul style="list-style-type: none">(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▪ Citizenship/Nationality:<ul style="list-style-type: none">(i) Official document proving change of	<ul style="list-style-type: none">(A) From applicant(B) Lost ACR I-Card<ul style="list-style-type: none">(i) Applicant(ii) Applicant, notary service available outside of Bureau(iii) nearest Police Station where lost occurred.(iv) ARD Fingerprint Section (ARD-FS)C. Amendment/s<ul style="list-style-type: none">▪ Name/DOB:<ul style="list-style-type: none">(i) Issuing Court(ii) PSA(iii) from applicant, notary service available outside of Bureau(iv) ARD Fingerprint Section▪ Citizenship/Nationality:<ul style="list-style-type: none">(i) from applicant(ii) from applicant, notary service available outside of
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<p>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) (ii)Affidavit of Change of Civil Status</p>	<p>Bureau</p> <p>▪ Civil Status: (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) from applicant, notary service available outside of Bureau</p>
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<p>▪ Address: (i)Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii)Affidavit of Change of Address</p> <p>D. For a Damaged ACR I-Card: (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	<p>▪ Address: (i)LGU of applicant's place of residence (ii)from applicant, notary service available outside of Bureau</p> <p>D. Damaged ACR I-Card: (i)from applicant (ii)Cashier window Nos.13-16, secure assessment of fees at ARD Certificate Section Room 210 window prior to payment (iii) From applicant, Photocopier service available with in Robinson Galleria Mall Cebu G/F for Xerox of applicants documents</p>
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BUREAU OF IMMIGRATION
 CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 minutes	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to CS Registration Officer after payment of fees. 2.2 Sign the Checklist of Requirements.	None	15 minutes	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	10 minutes	<i>Cashier</i> Cash Section BI-Cebu DO
4. Proceed to the Alien Registration Division Fingerprint Section (ARD-FS) for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	5 minutes	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
5. Submit the application for blocking of ACR I-Card	5. Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO

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	5.1 Review the application. 5.2 Forward I-Card Application to ARD BI Main for final review and printing	None	10 minutes	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
	5.2 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None	2days	Deputy Chief and Chief Alien Registration Division (ARD)
	5.3 Transmit the total number of approved applications to the Property Management Section. Property Management Section issues blank Card to Data Trail Inc., Office.	None	1hr	<i>Staff</i> ARD-Proper
	5.4 Print the ACR I-cards	None	1 to 3days	1 to 3days
	5.5 Transmit the printed ACR I-Cards to the ARD I-Card BI-Cebu DO thru courier	None	14 days	<i>Staff</i> Data Trail Inc.
	5.6 Received and Check the list in the transmittal of received the printed card.	None	1 day	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
6. To present claim stub to claim ACR I-Card	5.7 Release printed I-Card	None	5 minutes.	<i>Job Order Personnel</i> ARD I-Card Section BI-Cebu DO
	TOTAL		19 days, 3 hours, and 50 minutes	

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A	For Lost ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE- (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	with Amendment/s: ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	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>
E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00



2. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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:	Cebu Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of validation non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph
<p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	
<p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	Applicant
<p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p>	

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<p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>Applicant and/or Petitioner</p>
<p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>



<p>5. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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<p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>

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<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main office Building</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>National Bureau of Immigration</p>

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<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY) refer to Alien Registration Division's Transactions)</p>	<p>1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO</p>
<p>1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Job Order Personnel</i> Immigration Officer Visa Section Window 7 BI-Cebu DO</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel</i> Immigration Officer Visa Section</p>

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<p>authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p>	<p>twenty (20) days at the time of assessment of fees</p> <p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Window 7 BI-Cebu DO</p> <p><i>Job Order Personnel</i></p>
	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief Central Receiving Unit (CRU)</i> Window 20, Ground Floor, BI Main Office Building</p>
	<p>6.1. Receives the visa applications from CRU</p> <p>6.2. Raffles the application to Hearing Officer (HO)</p> <p>6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief Visa Task Force (VTF)</i> Legal Division Room 425, Fourth Floor, BI Main Office Building</p>

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None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	22 days
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<p><i>Acting Chief Management and Information Systems Division (MISD) 4th floor, BI Main</i></p>

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				Office Building
None	9.1 Receives approved visa application order thru E mail.		after 21 days	Job Order Personnel Visa Section Window 7 BI-Cebu DO
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10. 1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	None	Job Order Personnel Visa Section Window 7 Alien Control Officer BI-Cebu DO
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 days per application	Job Order Personnel Visa Section Window 7 BI-Cebu DO
TOTAL		Refer to table below	59 days, 4 hours and 32 minutes	



AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

Note : Yellow highlighted rows mean Visa Applications are being processed in BI-Main

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

3. Amendment/Correction of Visa

Office or Division:	Cebu Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any foreign Nationals and Filipinos with incorrect admission stamps on their passports.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Duly accomplished application form (BI-Form 2014-10-004 Rev 0)</p>	<p>Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph</p>
<p>Letter request for amendment/correction</p> <p>Valid Passport;</p> <p>Photocopies of passport bio-page and arrival stamp subject to amendment/correction;</p> <p>For Foreigners; photocopy of passport page with valid visa implementation and ACR I-card, if applicable;</p> <p>For Balikbayan: photocopy of Marriage or Birth Certificate;</p> <p>Photocopy of OR of payment for Emigration Clearance Certificate (ECC)/Special Return Certificate (SRC)/ Re-entry Permit (RP) and;</p>	<p>Applicant</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Present accomplished form with letter request together original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder to Window 7 BI-Cebu for evaluation</p>	<p>1.1 Receives the passport and duly evaluated documents/requirements 1.2. Scans the passport to passport reader to generate the applicant's travel record and admission</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Job Order/ Immigration Officer</i> Window 7 BI-Cebu DO</p>
	<p>2. Application with the letter request is endorsed to IRD BI Main thru email for approval</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order</i> Window 7 BI-Cebu DO</p>

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	3. Approved application is transmitted back to BI-Cebu DO in a form of Memorandum Order signed by IRD Chief thru email	None	after 14 days	<i>Job Order</i> Window 7 BI-Cebu DO
	4. Applicant is notified thru call or text messages	None	1 day	<i>Job Order</i> Window 7 BI-Cebu DO
	5. receives the passport and issues claim stub 5.1 Amends the admission in accordance with IRD Memorandum Order with ACO signature	None	1 day	<i>Job Order</i> Window 7 <i>Alien Control Officer</i> BI-Cebu DO
	6. Release the passport with Memo Order.	None	3 days	<i>Job Order</i> Window 7 BI-Cebu DO



TOTAL	None	19 days and 5 minutes	
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4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Cebu Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant	
2. Original Passport	Applicant	
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the OPS to the cashier for payment	Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Job Order Personnel</i> ARD ACR I-Card Section BI-Cebu DO
2. Submit the OPS to the cashier for payment	Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10.00 Note: AdminA fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	<i>Cashier</i> Cash Section BI-Cebu DO
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



5. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Cebu Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Information Counter or ARP Counter BI-Cebu DO
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Information Counter or ARP Counter BI-Cebu DO
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	Information Counter or ARP Counter BI-Cebu DO

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4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
<i>If traveling with parent:</i> a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
<i>If travelling with legal guardian:</i> a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
<i>If travelling alone:</i> a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
<i>For native born foreign passport holders with one Filipino parent (initial departure):</i> a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Job Order Personnel</i> ARP Counter BI-Cebu DO
2. Secure the Order of Payment Slip (OPS).	The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Job Order</i> Assessment Counter BI-Cebu DO
3. Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
4. Submits the Official Receipt (OR).	4. ECC staff receives the OR and issues claim stub.	None	1 to 2 days	<i>Receiving/Releasing Staff-</i> Window 9-10
	4.1. ECC staff encodes and prints the ECC/CE for review of the ACO.	None		<i>ECC Typist</i> ECC Counter



	4.2 Final review and approval.	None		ACO BI-Cebu DO
	5. Release the approved ECC/CE.	None		Receiving/Releasing Staff Releasing Counter BI Cebu -DO
	TOTAL			

6. Change of Address

Office or Division:	Cebu Immigration District Office (ACR I-Card Section)
Classification:	Simple to Complex
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Any foreign national residing in the Philippines who has transferred from one residence to another and wishes to legally change his address.

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Compile checklist of requirements and submit to ACR I-Card Section BI Cebu-DO for evaluation.	1. Evaluate documents and review its completeness	None	5 minutes	<i>Job Order Personnel</i> ACR I-Card Section BI-Cebu DO
	1.1 Assess the fees.	Refer to table below	5 minutes	<i>Assessor</i> ACR I-Card Section BI-Cebu DO
	1.2 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	Refer to table below	5 minutes	<i>Assessor</i> ACR I-Card Section BI-Cebu DO
2. Present OPS to Cashier for payment	2. Issue of Official Receipt	None	5 minutes	<i>Cashier</i> <i>Cash Section</i> <i>BI-Cebu DO</i>
3. Present OR at ACR I Card Section	3. Amend and implement new address in system	None	5 minutes	<i>Job Order Personnel</i> ACR I-Card Section BI-Cebu DO
TOTAL			25 minutes	



FEES TO BE PAID	
CATEGORY	PRINCIPAL
Amendment Fee	PHP 1,010
Administrative Fine	PHP 200 pesos every month

7. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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.

Office or Division:	Cebu Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be nationals of the following countries: Algeria (Female) Greece Northern Mariana Island Argentina Guatemala Norway Australia Honduras Oman (Female) Austria Hong Kong SAR Papua New Guinea Belgium Indonesia (Female) Paraguay

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Belize Iraq Peru
Bolivia Ireland Russia
Botswana Iceland Saudi Arabia (Female)
Bosnia & Herzegovina Israel Senegal
Brazil Italy Serbia
Canada Japan Singapore Cape Verde Latvia Slovak Republic
Chile Lesotho Slovenia
Colombia Libya (Female) South Africa
Costa Rica Lithuania South Korea
Croatia Luxembourg Spain
Cuba Macau SAR Suriname
Czech Republic Malaysia (Female) Sweden
Denmark Malta** Switzerland
Ecuador Marshall Islands Thailand
Egypt* Mexico Trinidad and Tobago
El Salvador Micronesia Tunisia
Estonia Monaco Turkey
Finland Montenegro United Kingdom
Fiji The Netherlands Uruguay
France New Zealand USA
Gabon Nicaragua Venezuela

Germany Nigeria (Female)

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals

**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph
A. DOCUMENTARY * Required documents must be arranged in order as listed below, and securely fastened in Legal size (8½ x 14 in.) folder	
PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	1
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	

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<p>3. Marriage Certificate and Marriage Contract</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Statistics Office (PSA) Or Appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>Applicant and Petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>Applicant and Petitioner</p>

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<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original) 8. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>National Bureau of Investigation (NBI)</p>
<p>8. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through accredited liason officer, or Special Power of Attorney (1 original) and valid government-issued ID (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p>	<p>Applicant and Petitioner</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and (1 photocopy for each dependent for submission)</p>	<p>Applicant and Petitioner</p>
<p>3. Proof of filiation with the principal</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance,</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

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<p>or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old or above)</p>	<p>National Bureau of Investigation (NBI)</p>

<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents the original passport and other</p>	<p>1.1. Attaches the Checklist of</p>	<p>None</p>	<p>5 minutes per</p>	<p><i>Job Order</i></p>

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<p>required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>		<p>application</p>	<p><i>Personnel/Immigration Officer</i> Window 7 BI-Cebu DO</p>
<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport,</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Job Order Personnel/Immigration Officer</i> Window 7 BI-Cebu DO</p>

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	<p>and review the completeness of documentary requirements</p> <p>2.3. Signs the Checklist of Requirements</p> <p>2.4. Returns the passport and ACR I-Card application to applicant</p>			
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>	None	5 minutes per application	<p><i>Job Order Personnel/Immigration Officer</i></p> <p>Window 7 BI-Cebu DO</p> <p><i>Assessor</i></p> <p>Assessment Counter</p> <p>BI-Cebu DO</p>
<p>4.1. Submits the Order of Payment Slip (OPS)</p>	<p>4.1. Receives the Order of Payment</p>		10 minutes per	<i>Cashier</i>

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4.2. Pays the required fees 4.3. Secures official receipt	Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	application	Cash Section BI-Cebu DO
5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)	5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card	None	5 minutes per application	<i>Job order Personnel</i> Fingerprint Section, ARD I-Card section
5.2. Secures the claim stub for ACR I-Card	6.1. Receives the duly evaluated application. 6.2 Endorse and transmit the application to Visa Task Force BI- Main thru 2GO Express.	None	4 days	<i>Job order Personnel</i> Window 7 Visa Section <i>Alien Control Officer</i> BI-Cebu DO
6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	7.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 7.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing	None	2 hours per batch	<i>Acting Chief</i> <i>Central Receiving Unit (CRU)</i> <i>Window 20, Ground Floor, BI Main Office Building</i>

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	Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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	application.			
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
None	Receives approved visa application order thru E-mail.	None	after 21 days	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
None	Notify the applicant thru call or text messages	None	3 mins per Application	

				<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
11.1 Submit the original passport 11.2 Secures the passport and check the implemented visa if application is approved 11.3 Secures a certified true copy of Order	1. Receives the original passport 2. Accept passport and implement the approved visa if application is approved. 3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
12.1 Present the stumb 12.2 Claims the ACR Card	12.1 Receives the claim stub 12.2 Releases the ACR I-Card	None	5 days per application	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO



TOTAL	Refer to the table below	64 days, 4 hours and 37 minutes	
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CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

Note : Yellow highlighted row means Visa Applications are being process in BI Main

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

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8. Conversion to Section 13(E) Non-Quota Immigrant Visa

Under Section 13(e) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who was previously lawfully admitted into the Philippines for permanent residence, who is returning from a temporary visit abroad to an unrelinquished residence in the Philippines.

Office or Division:	Cebu Immigration District Office																																				
Classification:	Highly Technical																																				
Type of Transaction:	G2C – Government to Citizen																																				
Who may avail:	<p>A foreign national who was previously granted permanent residence and who is returning from a temporary visit abroad (five years from latest departure) to an unrelinquished residence in the Philippines</p> <p>Applicant must be a national of the following countries:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Algeria</td> <td style="width: 33%;">Greece</td> <td style="width: 33%;">Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hongkong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td></td> <td>Indonesia (Female)</td> <td></td> </tr> <tr> <td></td> <td>Iraq</td> <td>Paraguay</td> </tr> <tr> <td>Belgium</td> <td>Ireland</td> <td>Peru</td> </tr> <tr> <td>Beize</td> <td>Iceland</td> <td>Russia</td> </tr> <tr> <td>Bolivia</td> <td>Japan</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Botswana</td> <td>Israel</td> <td></td> </tr> <tr> <td>Herzegovina</td> <td>Italy</td> <td></td> </tr> <tr> <td>Brazil</td> <td>Latvia</td> <td>Senagal</td> </tr> </table>	Algeria	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hongkong SAR	Papua New Guinea		Indonesia (Female)			Iraq	Paraguay	Belgium	Ireland	Peru	Beize	Iceland	Russia	Bolivia	Japan	Saudi Arabia (Female)	Botswana	Israel		Herzegovina	Italy		Brazil	Latvia	Senagal
Algeria	Greece	Northern Mariana Island																																			
Argentina	Guatemala	Norway																																			
Australia	Honduras	Oman (Female)																																			
Austria	Hongkong SAR	Papua New Guinea																																			
	Indonesia (Female)																																				
	Iraq	Paraguay																																			
Belgium	Ireland	Peru																																			
Beize	Iceland	Russia																																			
Bolivia	Japan	Saudi Arabia (Female)																																			
Botswana	Israel																																				
Herzegovina	Italy																																				
Brazil	Latvia	Senagal																																			

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- | | | |
|----------------|-------------------|---------------------|
| Canada | Lesotho | Serbia |
| Cape Verde | Libya (Female) | Singapore |
| Chile | Lithuania | Slovak Republic |
| Colombia | Luxembourg | Slovenia |
| Costa Rica | Macau SAR | South Africa |
| Croatia | Malaysia (Female) | South Korea |
| Cuba | Malta** | Spain |
| Czech Republic | Marshall Island | Suriname |
| Denmark | Mexico | Sweden |
| Ecuador | Micronesia | Switzerland |
| Egypt | Monaco | Thailand |
| El Salvador | Montenegro | Trinidad and Tobago |
| Estonia | The Netherlands | Tunisia |
| Finland | New Zealand | Turkey |
| Fiji | Nicaragua | United Kingdom |
| France | Nigeria (Female) | Uruguay |
| Gabon | | USA |
| Germany | | Venezuela |

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST REQUIREMENTS	WHERE TO DECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps including departure and arrival/return to the country stamps within the five-year period as a proof of temporary sojourn abroad, and valid authorized stay of at least twenty (20) days at the time of assessment of fees, (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Visa implementation page and/or Order of Approval of the previous permanent visa (1 certified true copy)</p>	<p>Window 7 Visa Section BI-Cebu DO or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant</p>

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<p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>7. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU)</p> <p>Applicant's Authorized Representative</p>
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer</i> BI-Cebu DO</p>
<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer</i> BI-Cebu DO</p>

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer</i> BI-Cebu DO</p> <p><i>Assessor</i> Assessment Counter BI -Cebu DO</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> Cash Section BI-Cebu DO</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order</i> Finger Unit, ARD I-Card Section BI-Cebu DO</p>

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6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	6.1. Receives the duly evaluated application. 6.2 Endorse and transmit the application to Visa Task Force BI- Main thru 2GO Express.	None	4 days	<i>Job order Personnel Window 7 Visa Section Alien Control Officer BI-Cebu DO</i>
None	7.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 7.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Acting Chief Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</i>
None	8.1. Receives the visa applications from CRU 8.2. Raffles the application to Hearing Officer (HO) 8.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 minutes per application	<i>Acting Chief Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</i>
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD Hearing Officer VTF, LD Fourth Floor, BI Main</i>

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				<i>Office Building</i>
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days	<i>The Board of Commissioners (BOC)</i>
			(BOC Agenda is held every other week)	<i>The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</i>
None	10. 10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>

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None .	Receives approved visa application order thru E mail.		after 21 days	<i>Job Order Personnel Visa Section Window 7 BI-Cebu DO</i>
None .	Notify the applicant thru call or text messages	None	3 mins per application	<i>Job Order Personnel Visa Section Window 7 BI-Cebu DO</i>
11. Submits the original passport 10.211.1 Secures the passport and check the implemented visa if application is approved 11.311.2 Secures a certified true copy of Order	11.111. Receives the original passport 11.211.1 Accept passport and implement the approved visa if application is approved. 11.311.2 Releases the passport and certified true copy of Order	None	2 days per application	<i>Job order Personnel Window 7 Visa Section Alien Control Officer BI-Cebu DO</i>
12.112. Presents the claim stub 12.212.1 Claims the ACR I-Card	12.112. Receives the claim stub 12.1. Releases the ACR I-Card	None	5 days per application	<i>Job order Personnel Window 7 Visa Section BI-Cebu DO</i>
TOTAL:		Refer to the table below	64 days, 4 hours and 37 minutes	



Note : Yellow highlighted row means Visa Applications are being process in BI-Main

FEES TO BE PAID	
1. Visa Fees	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

9. Conversion to Section 13(G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Cebu Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old. Applicants must be nationals of the following countries:



	Northern Mariana Island		
	Algeria (Female)	Greece	
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Indonesia		
	Belgium (Female)		Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia		
	Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA



	<p>Gabon Nicaragua Venezuela</p> <p>Germany Nigeria (Female)</p> <p>Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
<p>CHECKLIST OF REQUIREMENTS</p>	<p>WHERE TO SECURE</p>
<p>I. VISA APPLICATION A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English</p>	<p>Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph Applicant</p>

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<p>character only, and originally signed by the applicant (1 original)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Birth Certificate</p>	
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<p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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<p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal</p> <p>i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1</p>	<p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for four (4) years old and above)</p> <p>II. ACR I-CARD APPLICATION</p> <p>(DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer Window 7, Visa Section BI-Cebu DO</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer Window 7, Visa Section BI-Cebu DO</i></p>

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel/ Immigration Officer</i> Window 7, Visa Section BI-Cebu DO</p> <p><i>Assessor</i> Assessment Counter BI-Cebu DO</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> Cash Section BI-Cebu DO</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order</i> Finger Unit, ARD I-Card Section BI-Cebu DO</p>

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<p>6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>6.1. Receives the duly evaluated application. 6.2 Endorse and transmit the application to Visa Task Force BI- Main thru 2GO Express.</p>	<p>None</p>	<p>4 days</p>	<p><i>Job order Personnel Window 7 Visa Section Alien Control Officer BI-Cebu DO</i></p>
<p>None</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief Central Receiving Unit (CRU)</i></p>



	5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			Window 20, Ground Floor, BI Main Office Building
None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building



None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners
				Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
None .	Receives approved visa application order thru E mail.		after 21 days	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
None .	Notify the applicant thru call or text messages	None	3 mins per application	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO

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<p>11.111. Submits the original passport 11.11.1 Secures the passport and check the implemented visa if application is approved 11.2. Secures a certified true copy of Order</p>	<p>111. Receives the original passport 111.1 Accept passport and implement the approved visa if application is approved. 111.2 Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 days per application</p>	<p><i>Job Order Personnel</i> <i>Visa Section</i> <i>Window 7</i> <i>Alien Control Officer</i> <i>BI-Cebu DO</i></p>
<p>112. Presents the claim stub 112.1 Claims the ACR I-Card</p>	<p>112 Receives the claim stub 112.1. Releases the ACR I-Card</p>	<p>None</p>	<p>5 days per application</p>	<p><i>Job Order Personnel</i> <i>Visa Section</i> <i>Window 7</i> <i>BI-Cebu DO</i></p>

<p>TOTAL</p>	<p>Refer to table below</p>	<p>64 days, 4 hours and 37 minutes</p>	
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CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

Note : Yellow highlighted row means Visa Applications are being process in BI-Main

FEEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



10. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Cebu Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph</p>

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- **Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)**

Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution,

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<p>Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>applicant</p>
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<p>time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>6. If petitioner is a: .Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor's Permit for the current year</p> <p>ii. Sole Proprietorship - a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the</p>	<p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner (1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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government (1 original)
10 Bureau of Immigration Clearance Certificate (1 original)

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<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY)</p> <p>(refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Job Order Personnel Immigration Officer Visa Section Window 7 BI-Cebu DO</i></p>
<p>1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Job Order Personnel Immigration Officer Visa Section Window 7 BI-Cebu DO</i></p>



<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order Personnel Immigration Officer Visa Section Window 7 BI-Cebu DO</i></p> <p><i>Assessor Assessment Counter</i></p>
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<p>3.4. Secures Order of Payment Slip (OPS)</p>				
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> Cash Section BI -Cebu DO</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Job Order</i> Finger Unit, ARD I-Card Section BI-Cebu DO</p>
<p>6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>6.1. Receives the duly evaluated application. 6.2 Endorse and transmit the application to Visa Task Force BI- Main thru 2GO Express.</p>	<p>None</p>	<p>4 days</p>	<p><i>Job order</i> <i>Personnel</i> Window 7 Visa Section <i>Alien Control Officer</i> BI-Cebu DO</p>



<p>None</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
<p>None</p>	<p>6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division</p>



				Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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<p>None</p>	<p>8. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
<p>None</p>	<p>Publication of approved/denied visa application</p>	<p>None</p>	<p>2 hours per BOC Agenda</p>	<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p>

				Fourth Floor, BI Main Office Building
None .	Receives approved visa application order thru E mail.		after 21 days	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
None .	Notify the applicant thru call or text messages	None	3 mins per application	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO
11.1. Submits the original passport 1.2. Secures the passport and check the implemented visa if application is approved 3. Secures a certified true copy of Order	1. Receives the original passport 2. Accept passport and implement the approved visa if application is approved. 3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Job Order Personnel</i> Visa Section Window 7 <i>Alien Control Officer</i> BI-Cebu DO
1. Presents the claim b 12.2. Claims the R I-Card	1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Job Order Personnel</i> Visa Section Window 7 BI-Cebu DO



TOTAL	Refer to table below	64 days, 4 hours and 42 minutes	
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Note : Yellow highlighted row means Visa Applications are being process in BI-Main

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

11. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

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Office or Division:	Cebu Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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VISA APPLICATION

. DOCUMENTARY

*** Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder**

a. PRINCIPAL

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

i. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution,

Window 7 BI-Cebu DO or downloadable from www.immigration.gov.ph



<p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p>	
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COTABATO IMMIGRATION DISTRICT OFFICE
EXTERNAL SERVICES



1. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Cotabato Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Original ACR I-Card and/or ACR Paper-based	1. To be provided by the Applicant
	2. Original Passport	2. To be provided by the Applicant
	Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Cotabato Immigration District Office receiving desk	1. Assess the fees and issue the Order of Payment Slip	None	5 minutes	Assessors Cotabato Immigration District Office
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300.00 Legal Research Fee (LRF): Php 10.00 <i>Note: Admin fine of PhP200.00/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the</i>	10 minutes per applicant	Cashier Cotabato Immigration District Office



		<i>annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</i>		
TOTAL:		P 310 (if no violation of Sec.10)	15 minutes	

2. Boarding Formalities for Foreign Vessel and Aircraft

2.1. Arrival Formalities for Foreign Vessel and Aircraft

Office or Division:	Cotabato Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	Arriving Foreign Nationals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



1. Valid passport/ travel document	1. Concerned issuing authority
2. Valid Seaman's Book	2. Concerned issuing authority
Additional Requirements (If applicable)	
3. Valid visaed crew list (9c) for foreign crew	3. Philippine Foreign Service Post, BI
4. Notice of Arrival (48 Hrs. before the arrival of the vessel)	4. Shipping line
5. Arrival Crew list	5. Shipping line
6. Voyage Memo	6. Shipping line
7. Ships Particular	7. Shipping Line
8. NIL list	8. Shipping line
9. Letter of explanation (if no visa crew list)	9. Master of the Vessel
10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	10. BI- Main Office, Certification and Clearance Section (CCS)
Additional Requirements for Cruise Ship:	
1. Passenger Manifest	1. Shipping Line
2. Manifest of Disembarking passengers	2. Shipping Line
3. Manifest of embarking passengers	3. Shipping Line
4. List of Signing off crew members	4. Shipping Line
5. List of signing on crew members	5. Shipping Line



6. Shore Pass	6. Immigration Boarding Officer
7. Departure cards (Filipino passengers/crew) - Cruise Ship	7. Immigration Boarding Officer
8. Arrival cards (Foreign passenger/crew) - Cruise Ship	8. Immigration Boarding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NOA (Notice of Arrival), with crew list, NIL list, ships particular and voyage memo 48 hrs. before the arrival vessel	1. Receive and assess pertinent documents from the foreign vessel.	None	1 minute	Assessors Cotabato Immigration District Office
None	1.1. Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	None	1 minute	Assessors Cotabato Immigration District Office



None	1.2. Check derogators records/active alerts	None	1 minute	Assessors Cotabato Immigration District Office
2. Submit visa crew list	2. Assessment of fees and pay to cashier	<i>Note: Php 100.00/crew visa crew list Php 10.00/crew LRF Php 500/express lane fee/ vessel; if with fine Php 500.00/crew fine</i>	10 minutes	Cashier Cotabato Immigration District Office
3. The master presented all the necessary documents of the vessel such as: a) NOA b) Ships particular c) NIL List d) Voyage Memo e) Crewlist	3. Conducting boarding formalities a) Inspecting thoroughly all the presented documents; b) All crews are in queue for individual identification. c) Ask the master if there	None	1 hour and 30 minutes	Immigration Boarding Officer and Boarding Assistant Cotabato Immigration District Office



f) Passport g) Seaman's book h) Departure Clearance (from local port)	are any signing-in and signing-off and other relevant matters. d) Check the cabins and other rooms if there are stowaways e) Conclusion of boarding formalities.			
4. The master advised the Immigration through the agent that a crew needs medical attention.	4. Issuance of shore pass and monitoring of the vessel during her entire stay in the port.	None	continuing	<i>Immigration Boarding Officer and Boarding Assistant</i> Cotabato Immigration District Office
5. The master advised Immigration through the agent the departure of the vessel	5. Issuance of departure clearance to the master of the vessel (Ask the master if there are changes of the crews manifest due to signing-in and signing-off.)	None	10 minutes	<i>Immigration Boarding Officer and Boarding Assistant</i> Cotabato Immigration District Office
TOTAL: a. Regular		Php 110.00/crew Note: Additional Php 500.00/crew if	1 hour and 43 minutes	



	<i>with fine</i>		
b. Express Lane	Php 500.00 <i>Note: Additional Php 500.00/crew if with fine</i>	1 hour and 43 minutes	



2.2. Departure Formalities/Immigration Port Clearance

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Cotabato Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	Departing foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/seaman's book		1. Concerned issuing authority
2. Departure crew list		2. Shipping Line
3. Voyage Memo for next port		3. Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The master advised Immigration through the agent the departure of the vessel	1. Ask the master if there are changes of the crew's manifest due to signing-in and signing-off.	None	5 minutes	<i>Immigration Boarding Officer</i> Cotabato Immigration District Office
None	1.1. Issuance of departure clearance to the master of the vessel	None	5 minutes	<i>Immigration Boarding Officer</i> Cotabato Immigration District Office
TOTAL		None	10 Minutes	



3. Extension of Authorized Stay of Temporary Visitors with Motion for Reconsideration Overstaying for Six (6) Months and Less than Twelve (12) Months

Office or Division:	Cotabato Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Website www.immigration.gov.ph/Cotabato Immigration District Office
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
<i>Additional requirements per visa category:</i>		
Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or BI Accreditation ID of the Travel Agent (1 photocopy)		Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
	2.1. Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	1 working day	<i>Staff-in-charge</i> Cotabato Immigration District Office
	<i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	12 minutes	<i>Assessors</i> Cotabato Immigration District Office
	2.2. Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	12 minutes	<i>Assessors</i> Cotabato Immigration District Office



	2.3. Draft the Order	None	12 minutes	<i>Staff-in-charge</i> TVS
	2.4. Review and sign Order for endorsement to the C, IRD	None	12 minutes	<i>Chief</i> TVS
	2.5. Transmit the Order to the Immigration Regulation Division (IRD)	None	12 minutes	<i>Staff-in-charge</i> TVS
	2.6. Review and sign the Order	None	2 working days	<i>Chief</i> IRD
	2.7. Transmit the Order to Office of the Commissioner	None	5 minutes	<i>Staff-in-charge</i> IRD
	2.8. Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9. Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge</i> OCOM
	2.10. Notify the applicant via email or contact number provided	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
3. Present the claim stub	3. Assess the fees	None	10 minutes	<i>Assessors</i> Cotabato Immigration District Office



	3.1. Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR)	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i> Cotabato Immigration District Office
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office



TOTAL:	<i>Total fees depend on number of months overstayed</i>	It depends on the duration of the transmittal of the order from the TVS	
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4. Extension of Authorized Stay of Temporary Visitors with Motion for Reconsideration Overstaying for More than Twelve (12) Months

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Cotabato Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Website www.immigration.gov.ph/ / Cotabato Immigration District Office
	2. Notarized letter of explanation for overstaying	2. Applicant



3. Passport of the applicant (original)	3. Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4. Applicant
5. Birth Certificate if applicant is a child	5. Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	6. Applicant
<i>Additional requirements (If applicable)</i>	
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or photocopy of BI Accreditation ID of the Travel Agent	1. Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office



2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
None	2.1 Check the derogatory record Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Staff-in-charge</i> Cotabato Immigration District Office
None	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i> Cotabato Immigration District Office
None	2.3 Draft the Order	None		<i>Staff-in-charge</i> TVS

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None	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	<i>Chief TVS</i>
None	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge TVS</i>
None	2.6 Review and sign the Order.	None	2 working days	<i>Staff-in-charge TVS</i>
None	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge TVS</i>
None	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner Bureau of Immigration</i>
None	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>

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None	2.10 Notify the applicant via email or contact number provided	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
4. Proceed to window 5	4. Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessors</i> Cotabato Immigration District Office
None	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office



7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i> Cotabato Immigration District Office
None	8.1 Enter the approval in the BI system	None	5 minutes	
None	8.3 Implement the visa extension	None	5 minutes	
None	8.4 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
9. Receive the passport, BI Clearance Certificate,	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District

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Approved Order and Official Receipt				Office
TOTAL:		<i>Total fees depend on number of months overstayed</i>	It depends on the duration of the transmittal of the order from the TVS	



5. Extension of Authorized Stay of Temporary Visitors with Motion for Reconsideration Overstaying for Two (2) Years for Visa-Required and Three (3) Years for Non-Visa Required

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Cotabato Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		1. Applicant
2. Notarized letter of explanation for overstaying		2. Applicant
3. Passport of the applicant (original)		3. Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		4. Applicant
5. Birth Certificate if applicant is a child		5. Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		6. Applicant
Additional requirements:		
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or photocopy of BI Accreditation ID of the Travel Agent		1. Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
	2.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	2 working days	<i>Staff-in-charge</i> Cotabato Immigration District Office
	With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None		Assessors Cotabato Immigration District Office
	2.2 Verify the travel record (latest arrival details, admission	None		Assessors Cotabato Immigration District Office



	status, etc.) and latest extension of stay			
	2.3 Draft the Order.	None		<i>Staff-in-charge</i> TVS
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	<i>Chief</i> TVS
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i> TVS
	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> IRD
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge</i> TVS
	2. 8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge</i> OCOM



	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
	4. Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Staff</i> Cotabato Immigration District Office
	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessors</i> Cotabato Immigration District Office
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
	7. Issue the Official Receipt	See schedule of Fees	10 minutes	<i>Cashier</i> Cotabato Immigration District Office



	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i> Cotabato Immigration District Office
	8.1 Enter the approval in the BI system	None	5 minutes	<i>Visa Reviewing and Approving Officer</i> Cotabato Immigration District Office
	8.2 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i> Cotabato Immigration District Office
	8.3 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge</i> Cotabato Immigration District Office
TOTAL		<i>Total fees depend on number of months overstayed</i>		It depends on the duration of the transmittal of the order from the TVS



6. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Cotabato Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days. 2. Second extension of 38 days visa waiver. 3. Monthly or every 2 months extension thereafter. 4. For a 6 months extension, <i>see item L.</i>
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days. 2. Second extension of 38 days visa waiver.
E. For holders of Macau SAR passports: FSC 122-11; 14 Days	<ol style="list-style-type: none"> 3. Monthly or every 2 months extension thereafter. For a 6 months extension, <i>see item L.</i>	



	<p>F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days</p>	<p>Allowed to extend only for 7 days.</p>
	<p>G. Executive Order No. 408 (EO408); 30 Days</p>	<p>1. Initial extension of 29 days visa waiver 2. Extendible monthly or every 2 months thereafter. For a 6 months extension, <i>see item L.</i></p>
	<p>H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP</p>	<p>Extendible monthly, 2 months or 6 months. (For a 6 months extension, <i>see item L.</i>)</p>
	<p>I. Tourist Visa under Section 9(A); 60 Days for APEC Business Travel Card (ABTC) holders</p>	<p>Extendible monthly or two (2) months per Immigration Operations Order No. SBM-2013-030.</p>
	<p>J. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days</p>	<p>1. Initial extension of 31 days. 2. Extendible monthly or every 2 months thereafter. For a 6 months extension, <i>see item L</i></p>
	<p>K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days</p>	<p>1. Extendible monthly or every 2 months For a 6 months extension, <i>see item L.</i></p>
	<p>L. Long-Stay Visitor Visa Extension (LSVVE)</p>	<p>All temporary visitors, regardless of nationality and not otherwise disqualified, who wish to extend his/her tourist visa during the last thirty (30) days of the previously issued LSVVE, or upon the expiry of a regular visa extension. The total duration of extension shall be not more than six (6) months from the time of expiration of authorized stay.</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	1. Cotabato Immigration District Office receiving desk
2. Passport of the applicant (original)	2. Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	3. Applicant
Additional requirements per visa category:	
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable.	4. Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent	5. Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submi the completely filled-out application form, original passport, and other supporting documents.	1.1 Review the completeness of application	None	5 minutes	Assessors Cotabato Immigration District Office
None	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the	None	15 minutes	Assessors Cotabato Immigration District Office

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	Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.			
None	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	<i>Assessors Cotabato Immigration District Office</i>
None	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	<i>Assessors Cotabato Immigration District Office</i>
2. Present the OPS to the Cashier for payment	2. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	<i>Cashier Cotabato Immigration District Office</i>
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer Cotabato Immigration District Office</i>
None	3.2 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer Cotabato Immigration District Office</i>
None	3.3 Notify the applicant by calling their name. For regular lane- processed applications, client is given a claim stub.	None	2 Minutes	<i>Staff-In-Charge Cotabato Immigration District Office</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	<i>Staff-In-Charge Cotabato Immigration District Office</i>



5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-In-Charge</i> Cotabato Immigration District Office
TOTAL if processed under Express Lane		Total fees depend on visa category and approved extension duration.	1 hour and 4 minutes when personally transacted by the applicant.	
		Total fees depend on visa category and approved extension duration.	2 working days when transacted by authorized representative or BI-accredited Travel Agent	



7. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Cotabato Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1. Cotabato Immigration District Office receiving desk
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2. Cotabato Immigration District Office receiving desk
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		3. Cotabato Immigration District Office receiving desk

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4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	4. Applicant
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	5. Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	6. Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	7. Applicant
8. NBI Clearance Note: Applicable to Applicants with Order to Leave	8. National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Receiving staff/officer</i> Cotabato Immigration District Office



2. Secure the Order of Payment Slip (OPS).	2. The Cotabato Immigration District Office staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i> Cotabato Immigration District Office
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
4. Submit the Official Receipt (OR)	4. Cotabato Immigration District Office staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff-</i> Cotabato Immigration District Office
None	4.1 For Fingerprint Verification, DIFO staff encodes and prints the ECC/CE	None		<i>ECC Typist</i> Cotabato Immigration District Office
None	4.2 Final review and approval	None	1 day	<i>ACO</i> Cotabato Immigration District Office
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff</i> Cotabato Immigration District Office



TOTAL:	See schedule of fees	3 days, 38 minutes	
<p><i>Note:</i></p> <p>Transaction for Adult with previous extensions or updates</p> <p>Emigration Clearance Certificate (Php700) + LRF (Php 10)</p> <p>ACR Fee (Php 1,000) + LRF (Php 10)</p> <p>Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)</p> <p>Express Lane Fee (Php 500), <i>if all fees paid</i></p> <p>Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country</p> <p>ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php 500)</p> <p>ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)</p> <p>Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year</p> <p>Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year</p> <p><i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i></p>			

8. Tourist Visitor's Visa (TVV) Extension

8.1 Temporary Visitor's Visa (TVV) Extension – VISA WAIVER

Office or Division:	Cotabato Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Non-visa required foreign nationals admitted under Executive Order No. 408 for a thirty (30) day-stay, visa-free, and is requesting for an initial extension of twenty-nine (29) days.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following:		1. Cotabato Immigration District Office receiving desk	
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		2. Applicant	
2. Passport of the applicant (original)		3. Applicant	
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy)		4. Applicant	
Additional requirements per visa category:			
1. Special Power of Attorney (SPA); and			
2. One (1) valid Identification Card of the representative; as applicable.			
3. Photocopy of BI Accreditation ID of the Travel Agent			

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
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		PAID		
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	Assessors Cotabato Immigration District Office
	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Assessors Cotabato Immigration District Office
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessors Cotabato Immigration District Office
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	Assessors Cotabato Immigration District Office



2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ <i>valid visa</i> Php 4,140 w/ <i>expired visa</i>	10 Minutes	<i>Cashier</i> Cotabato Immigration District Office
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Cotabato Immigration District Office
	3.2 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Cotabato Immigration District Office
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet	None	2 Minutes	<i>Staff-In-Charge</i> Cotabato Immigration District Office
5. Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-In-Charge</i> Cotabato Immigration District Office



TOTAL if processed under Express Lane	Php 3,130 <i>w/ valid visa</i>	1 hour and 4 minutes when personally transacted by applicant.
	Php 4,140 w/ <i>expired visa</i>	2 working days when transacted by authorized representative or BI-accredited Travel Agent

9. Special Working Permit (SWP)

Office or Division:	Cotabato Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C)
Who may avail:	<p>All foreign nationals, who intend to work, engage in specific activities, or render services outside of an employment arrangement, such as:</p> <ol style="list-style-type: none"> 1. Professional athletes, coaches, trainers and assistants; 2. International performers with exceptional abilities; 3. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; 4. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; 5. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; 6. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; 7. Foreign journalists practicing their profession or covering a specific event in the country; 8. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and



	<p>private entities;</p> <p>9. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation);</p> <p>10. Religious missionaries and preachers;</p> <p>11. Commercial models and talents;</p> <p>12. Culinary specialists/ Chefs;</p> <p>13. Professionals; and</p> <p>14. Consultants or specialists.</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Letter-request addressed to the Commissioner from the Petitioning company or Letter request addressed to the Commissioner from the petitioning company / promoter / organizer stating the following:</p> <p>a. The name/s of the performing foreign artist/s or athlete/s, including members of the production crew, training staff and other personnel involved in the event/competition;</p> <p>b. The itinerary and scheduled events where the foreign artist/s or athlete/s will perform; and,</p> <p>An undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant;</p>	<p>1. Cotabato Immigration District Office receiving desk</p>
<p>2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)</p>	<p>2. Applicant</p>
<p>3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay</p>	<p>3. Applicant</p>



4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	4. Applicant
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<p>5. Submit the following documents for the particular positions (if applicable):</p> <ul style="list-style-type: none"> a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following: <ul style="list-style-type: none"> i. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and ii. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business). b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC). 	<p>5. Applicant</p>
<p>6. BI Clearance Certificate</p>	<p>6. Cotabato Immigration District Office</p>



<p>7. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of Registration; b. Articles of Incorporation (AOI); and c. General Information Sheet (GIS) for the current year, stamped received by SEC. <p>For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of Registration; and b. Articles of Partnership (AOP). <p>For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Department of Trade and Industry's Certificate of Registration of Business Name. 	<p>7. Petitioner / Company (for SWP-Commercial)</p>
<p>8. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS.</p>	<p>8. Applicant</p>
<p>9. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>9. Applicant</p>



<p>If applicable,</p> <p>10. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g., National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <ul style="list-style-type: none"> i. CBCP, ii. PCEC, iii. INC, iv. JIL, or, v. Other legitimate religious sects. <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <ul style="list-style-type: none"> i. For Commercial Models: FAP. ii. For Foreign Journalists: Malacañang Press Corps. iii. For Trainees: GOCC or Sponsoring Private Entity 	<p>10. Applicant</p>
<p>11. Mayor's Permit</p>	<p>11. Applicant</p>
<p>12. A sworn declaration of the petitioning company operating in the Philippines:</p> <ul style="list-style-type: none"> a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and 	<p>12. Applicant</p>



<p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff</i> Cotabato Immigration District Office
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Cotabato Immigration District Office
	2.2 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors</i> Cotabato Immigration District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 6,440.00 (Express) Php 5,440.00 (Regular)	10 minutes	<i>Cashier Unit</i> Cotabato Immigration District Office



4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 minutes	<i>Implementer</i> Cotabato Immigration District Office
TOTAL	Express	Php 6,440.00	3 working days	
	Regular	Php 5,440.00	7 working days	

10. Special Study Permit (SSP)

Office or Division:	Cotabato Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
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 ESDA 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	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant/client & petitioning school

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2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0). If the applicant is	2. BI website or Cotabato Immigration District Office receiving desk
3. a minor, it shall be signed by the parent or the legal guardian;	
4. Photocopy of passport bio-page and latest admission with valid authorized stay;	3. Applicant
5. 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 applicants below 18 years of age;	4. Petitioning school
6. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school
7. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation
8. BI Clearance Certificate.	7. Cotabato Immigration District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Receiving staff/officer</i> Cotabato Immigration District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer Cotabato Immigration District Office
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors</i> Cotabato Immigration District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 4,740.00 REGULAR: Php 3,740.00	10 minutes	<i>Cashier</i> Cotabato Immigration District Office
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 minutes	Implementer Cotabato Immigration District Office
TOTAL				
a. Regular		Php 3,740.00	3 working days	
b. Express		Php 4,740.00	2 working days	



DAVAO IMMIGRATION DISTRICT OFFICE

EXTERNAL SERVICES



1. ACR I-Card Issuance, Reissuance and Renewal

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) Permanent resident visa (except native-born visa),
- (ii) Temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Davao Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Davao Immigration District Office or BI Website: www.immigration.gov.ph
2. Original ACR I-Card		From applicant
3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay.		From applicant, Photocopier service available at G/F Canteens for Xerox of applicants documents



<p>4. Additional Requirements:</p> <p>A. Letter request for early renewal or explanation for late renewal</p> <p>B. For a Lost ACR I-Card:</p> <ul style="list-style-type: none"> (i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application <p>C. For Amendment/s:</p> <ul style="list-style-type: none"> ▪Name/DOB: <ul style="list-style-type: none"> (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 ▪Citizenship/Nationality: <ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality ▪Civil Status: <ul style="list-style-type: none"> (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) (ii) Affidavit of Change of Civil Status 	<ul style="list-style-type: none"> (A) From applicant (B) Lost ACR I-Card <ul style="list-style-type: none"> (i) Applicant (ii) Applicant, notary service available outside of Bureau (iii) Nearest Police Station where lost occurred. (iv) ARD Fingerprint Section (ARD-FS) <p>C. Amendment/s</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (i) Issuing Court (ii) PSA (iii) from applicant, notary service available outside of Bureau (iv) ARD Fingerprint Section ▪Citizenship/Nationality: <ul style="list-style-type: none"> (i) from applicant (ii) from applicant, notary service available outside of Bureau ▪Civil Status: <ul style="list-style-type: none"> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) from applicant, notary service available outside of Bureau
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<p>▪Address: (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii) Affidavit of Change of Address</p> <p>D. For a Damaged ACR I-Card: (i) Original ACR I-Card (to be surrendered) (ii) Official receipts of payment for applicable fees (iii) Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	<p>▪Address: (i) LGU of applicant's place of residence (ii) from applicant, notary service available outside of Bureau</p> <p>D. Damaged ACR I-Card: (i) from applicant (ii) Cashier window Nos.13-16, secure assessment of fees at ARD Certificate Section Room 210 window prior to payment (iii) From applicant, Photocopier service available at G/F Canteens for Xerox of applicants documents</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 minutes	<i>Marina D. Fernandez/Lairah Umpar</i> ACR I-Card Section, G/F BI Davao District Office

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<p>2. Submit the filled-out application form and documentary requirements.</p>	<p>2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS)</p> <p>2.1 Advise re-registration applicants to return to CS Registration Officer after payment of fees.</p> <p>2.2 Sign the Checklist of Requirements.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Marina D. Fernandez/Lairah Umpar</i> ACR I-Card Section, G/F BI Davao District Office</p>
<p>3. Present the OPS to the Cashier for payment</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>See table below</p>	<p>10 minutes</p>	<p><i>Cashier</i> ACR I-Card Section, G/F BI Davao District Office</p>
<p>4. Proceed to the Alien Registration Division-Fingerprint Section (ARD-FS) for capturing of biometric information.</p>	<p>4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Trisha Ann C. Estremera</i> ACR I-Card Section, G/F BI Davao District Office</p>
	<p>5. Implement the amendment/s, block the existing ACR I-Card in the system, provide annotation on the application, as deemed necessary and issue claim stub.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Lairah U. Umpar</i> ACR I-Card Section, G/F BI Davao District Office</p>
	<p>5.1 Review the application.</p>	<p>None</p>	<p>1 hour</p>	<p><i>Acting Chief</i> ARD-CS</p>



5. Submit the application for blocking of ACR I-Card	5.2 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None	2 days	Deputy Chief and Chief Alien Registration Division (ARD)
	5.3 Transmit the total number of approved applications to the Property Management Section. Property Management Section issues blank Card to Data Trail Inc., Office.	None	1hr	Staff ARD-Proper
	5.4 Print the ACR I-cards.	None	1 to 3 days	Staff Data Trail Inc.
	5.5 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit.	None	1 hour	Staff Data Trail Inc.
	5.6 Check the list in the transmittal and receive the printed card.	None		Staff ARD ACR I-Card Releasing Unit
6. To present claim stub to claim ACR I-Card	6. To release ACR I-Card to the subject.	None	5 minutes.	Staff ARD-Proper
	TOTAL	None	5 days, 3 hours, and 50 minutes	

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A	For Lost ACR I-Card: <ul style="list-style-type: none"> ▪ ACR I-Card fee ▪ <u>Express Lane fee</u> ▪ D.O. CRTV/CRTS/CRTT/CRPE-(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	With Amendment/s: <ul style="list-style-type: none"> ▪Amendment fee/item ▪Admin Fine/month if applicable ▪Admin Fine/year if applicable 	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: <ul style="list-style-type: none"> ▪ 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: <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>
E	Re-registration fees (upon reaching 14 yrs of age) Admin Fine/month if applicable Admin Fine/year if applicable	P1,510.00 P200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00



2. Alien Registration Program

Office or Division:	Davao Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Alien under Temporary Visitor's visa who have stayed for more than 59 days		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Fill up Form 2014-08-019		Alien Registration Section, 3 rd Floor, BI Davao District Office	
2. Photocopy of passport (Data page, latest arrival stamp and latest extension if applicable)		Applicant	
3. 2 pieces of 2x2 ID photos		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit filled up form and other documentary requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	10 minutes	<i>Bienvenido C. Quirante, Jr.</i> Alien Registration Section, 3 rd Floor, BI Davao District Office
None	1.1 Encoding of the applicant's data in the ARP System and issuance of SRRN Number	None	10 minutes	<i>Norwahid Dalid</i> G/F BI Davao District Office

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	1.2 Releasing of ARP Certification stab	None	5 minutes	<i>ARP Staff</i> G/F BI Davao District Office
TOTAL		None	25 minutes	

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



3. Amendment of Admission

It is a procedure of changing the appropriate admission of foreign nationals who have visa statuses other than 9(a) visa but failed to present the required documentation upon admission.

Office or Division:	Davao Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals with incorrect admission	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</p>		
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant	
2. Valid original passport	Applicant	
3. Present: 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	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Ryan Ray Milan/Marina Fernandez</i> G/F BI Davao District Office
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	30 Seconds	<i>Ryan Ray Milan/Marina Fernandez</i> G/F BI Davao District Office
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	2 Days	<i>Jonafe Rodriguez</i> G/F BI Davao District Office
	2.1. Check the Derogatory records.	None	10 Minutes	<i>Staff</i> IRD
	2.2 Review and approve the application	None	10 Minutes	<i>Staff</i> IRD



	2.3 Transmittal of the approved Amendment Order to the Subport office where application was filed.	None	-	Staff IRD
	2.4 Implement the approved amendment order on passport	None	10 Minutes per passport	<i>Ryan Ray Milan/Marina Fernandez</i> G/F BI Davao District Office
3. Present the Claim Stub and Receive the passport	3. Secure the claim stub and release the passport.	None	1 Minute	<i>Jonafe Rodriguez</i> G/F BI Davao District Office
TOTAL if application is filed at IRD Main Office		None Courier Fees	36 minutes, 30 seconds	TOTAL if application is filed at IRD Main Office
TOTAL if application is filed thru Subport Offices			4 days, 36 minutes, 30 seconds*	TOTAL if application is filed thru Subport Offices

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Davao Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		Applicant	

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2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Registration Section	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Bienvenido C. Quirante, Jr.</i> 3/F, Registration Section, BI Davao District Office
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	<i>Cashier G/F</i> , BI Davao District Office
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



5. Boarding Formalities

Office or Division:	Davao Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign registered vessels
CHECKLIST OF REQUIREMENTS	
CHECKLIST OF REQUIREMENTS	PERSON RESPONSIBLE
1. Crew List	Applicant
2. Voyage Memo	Applicant
3. NIL List	Applicant
4. Ship's Particular	Applicant
5. Visaed Crewlist	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Notice of Arrival of the vessel (24 hours prior to arrival of the vessel)	1.1 Derogatory checking on the crew of the vessel	None	10 minutes	<i>Joan Ria Rojas/Nadjer U. Umpar,</i> Bay Service Section, 2 nd Floor, BI Davao District Office
	1.2 Conduct boarding formalities upon arrival of the vessel	None	30 minutes	<i>Assigned Boarding Officer</i> BI Davao District Office



2. Submission of the required documents	2.1 Evaluate completeness and discrepancies of the documents	None	5 minutes	Assigned Boarding Officer BI Davao District Office
	2.2 Issuance of Clearance upon departure of the vessel	None	5 minutes	Assigned Boarding Officer BI Davao District Office
TOTAL:			50 minutes	

6. Certifications

Office or Division:	Davao Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen		
Who may avail:	Alien or Filipinos		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request	Applicant		
2. Photocopy of Passport	Applicant		
3. Data Page	Applicant		
4. Latest Arrival	Applicant		
5. Visa Stamp (if alien)	Applicant		
6. Photocopy of ACR I-Card (for Aliens)	Applicant		
7. Documentary Stamp	Applicant		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit requirements to the ground floor office	1. Evaluate Application for completeness, discrepancies, check for derogatory record, assess fees and issue Order of Payment Slip (OPS)	None	5 minutes	<i>Ryan Ray S. Milan/Marina D. Fernandez,</i> G/F, BI Davao District Office
2.1 Present OPS to Cashier for Payment	2. Issue Official Receipt (OR)	Certification Fee: P 1,010.00 Express Lane Fee: P 500.00	10 minutes	<i>Cashier</i> G/F, BI Davao District Office
	2.1 Process application	None	10 minutes	<i>Ryan Ray S. Milan/Marina D. Fernandez</i> G/F, BI Davao District Office
	2.2 Approval from the Alien Control Officer	None	5 minutes	<i>Alien Control Officer</i> G/F, BI Davao District Office
	2.2 Releasing of document to the applicant	None	5 minutes	<i>Jonafe Rodriguez</i> G/F, BI Davao District Office
TOTAL		P 1,010.00	35 minutes	



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1.) Certification Fee	500.00		
2.) Legal Research Fee	10.00		
3.) Express	500.00		
Total	1,010.00		

7. Change of Address

Office or Division:	Davao Immigration District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen		
Who may avail:	Aliens holder of Immigrant and Non-immigrant visa holder.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled-out AR FORM NO. 4	BI Davao District Office		
2. Barangay Certificate indicating date of transfer	Applicant		
3. Affidavit of Change of Address indicating date of transfer	Applicant		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit requirements to the Registration Office	1. Evaluate Application for completeness, discrepancies, check for derogatory record, assess fees and issue Order of Payment Slip (OPS)	None	5 minutes	<i>Bienvenido C. Quirante, Jr. /Crisbel C. Generalao</i> 3/F Registration Section, BI Davao District Office
2.1 Present OPS to Cashier for Payment	2. Issue Official Receipt (OR)	Amendment Fee: P 1,010.00 Express Lane Fee: P 500.00 (Note: Fine of P 200.00 per month delyaed)	10 minutes	<i>Cashier</i> G/F BI Davao District Office
	2.1 Process application	None	10 minutes	<i>Bienvenido C. Quirante, Jr. /Crisbel C. Generalao</i> 3/F Registration Section, BI Davao District Office
	2.2 Approval from the Alien Control Officer	None	5 minutes	<i>Alien Control Officer</i> G/F BI Davao District Office
	2.3 Releasing of document to the applicant	None	5 minutes	<i>Crisbel C. Generalao</i> 3/F Registration Section, BI Davao District Office
TOTAL		P 1,010.00	35 minutes	



8. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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 a citizen.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	
PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	BI Davao District Office or downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	Applicant

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3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	Applicant and/or Petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original)	Window 2 or Window 3
<p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>



<p>3. Proof of filiations with the principal:</p> <p>3.1 If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>3.2 If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p style="text-align: center;">Dependent</p> <p style="text-align: center;">Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p style="text-align: center;">Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>3.3 If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p style="text-align: center;">Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p style="text-align: center;">National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	



B. PROCEDURAL (N/A)	Window 2 or Window 3
II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section for evaluation	1. Attaches the Checklist of Requirements to the application 1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran,</i> Legal Section, 2 nd Floor, Davao District Office
2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2. Attaches the Checklist of Requirements to the application 2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card	None	10 minutes per application	<i>Marina D. Fernandez/ Lairah U. Umpar</i> ACR I-Card Section, Ground Floor, Davao District Office



	application to applicant			
<p>3. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.1. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.3. Secures Order of Payment Slip (OPS)</p>	<p>3. Receives the passport and duly evaluated visa application</p> <p>3.1. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.3. Issues the Order of Payment Slip (OPS)</p>	None	5 minutes per application	<p><i>Assessor</i> Windows 2 or 3, G/F, BI Davao District Office</p>
<p>4. Submits the Order of Payment Slip (OPS)</p> <p>4.1. Pays the required fees</p> <p>4.2. Secures official receipt</p>	<p>4. Receives the Order of Payment Slip (OPS)</p> <p>4.1. Accept the payment based on the OPS</p> <p>4.2. Issues the official receipt</p>	Refer to table below	10 minutes per application	<p><i>Cashier</i> G/F, BI Davao District Office</p>

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5. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Legal Section	5. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I- Card application	None	5 minutes	<i>Legal Section Office</i> 2/F BI Davao District Office
None	5.1. Legal Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> <i>Hearing Officer, 2/F BI</i> Davao District Office
None	6. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	(BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	7. Publication of approved/denied visa application	None	2 hours	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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8. Submits the original passport 8.1. Secures the passport and check the implemented visa if application is approved 8.2. Secures a certified true copy of Order	8. Receives the original passport 8.1. Accept passport and implement the approved visa if application is approved. 8.2. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez G/F, BI Davao District Office</i>
9. Presents the claim stub 9.1 Claims the ACR I-Card	9. Receives the claim stub 9.1. Releases the ACR I-Card	None	5 minutes (When ACR I-Card is available)	<i>Marina D. Fernandez/ Lairah U. Umpar ACR I-Card Section, G/F, BI Davao District Office</i>
TOTAL		Refer to table below	2-3 Months	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko-Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



9. Conversion to Section 13 (G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea



	Croatia Cuba Czech Republic Denmark Ecuador Egypt* El Salvador Estonia Finland Fiji	Luxembourg Macau SAR Malaysia (Female) Malta** Marshall Islands Mexico Micronesia Monaco Montenegro The Netherlands	Spain Suriname Sweden Switzerland Thailand Trinidad and Tobago Tunisia Turkey United Kingdom Uruguay
	France Gabon Germany	New Zealand Nicaragua Nigeria (Female)	USA Venezuela
	*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder		BI Davao District Office or downloadable from www.immigration.gov.ph	

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<p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p>	<p>Applicant</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Applicant</p>
<p>3. Birth Certificate</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>Applicant</p>
<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>



<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p>	<p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>



<p>3. Proof of filiations with the principal:</p> <p>i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities.</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p>	<p>National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Window 2 or Window 3</p>
<p>B. PROCEDURAL</p>	

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1. Photo and biometric capturing (only for four (4) years old and above) 2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	ACR I-Card Section, Ground Floor Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1. Attaches the Checklist of Requirements to the application 1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor Office</i>
2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2. Attaches the Checklist of Requirements to the application 2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umpan</i> ACR I-Card Section, Ground Floor Office

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3. Presents the original passport and duly evaluated visa application for assessment of fees 3.1. Makes sure that authorized stay is valid for at least twenty (20) days at the time of	3. Receives the passport and duly evaluated visa application 3.1. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20)	None	5 minutes per application	Assessor Window 2 or Window 3. G/F BI Davao District
assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3. Secures Order of Payment Slip (OPS)	days at the time of assessment of fees 3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.3. Issues the Order of Payment Slip (OPS)			
4. Submits the Order of Payment Slip (OPS) 4.1. Pays the required fees 4.2. Secures official receipt	4. Receives the Order of Payment Slip (OPS) 4.1. Accept the payment based on the OPS 4.2. Issues the official receipt	Refer to table below	10 minutes per application	Cashier Ground Floor, BI Davao District Office
5. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	5 minutes	Yehlen Deloria or Daniel Beltran Legal Section, 2 nd Floor Office
6. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.1. Secures the claim stub for ACR I-Card	6. Captures the applicant's biometric information (photograph and fingerprint) 6.1. Issues the claim stub for ACR I-Card	None	10 minutes per application	Trisha Ann Estremera, ACR I-Card Section, Ground Floor



None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, Davao District Office, 2 nd Floor
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	(BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
10. Submits the original passport 10.1 Secures the passport and check the implemented visa if application is approved 10.2. Secures a certified true copy of Order	11. Receives the original passport 11.1. Accept passport and implement the approved visa if application is approved. 11.2. Releases the passport and certified true copy of Order	None	20 minutes per applications	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez</i> Ground Floor, Davao District Office

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11. Presents the claim stub 11.1 Claims the ACR I-Card	11. Receives the claim stub 11.1. Releases the ACR I-Card	None	5 Minutes (When available)	<i>Lairah U. Umpar</i> ACR I-Card Section, G/F, BI Davao District Office
TOTAL		Refer to table below	Approx. 2-3 months	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



10. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9 (G)

Under Section 9 (g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
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<p>B. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>1.1 The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>1.2 Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>1.3 Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Applicant</p> <p>Petitioner</p>
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<p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Applicant</p>
<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>Petitioner</p>
<p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p>	<p>Department of Labor and Employment (DOLE)</p>
<p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p>



<p>6. If petitioner is a:</p> <p>Corporation/Partnership</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor's Permit for the current year</p> <p>Sole Proprietorship</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each)</p>	<p style="text-align: center;">Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p> <p style="text-align: center;">Department of Trade and Industry (DTI) City/municipality where the petitioner operates</p>
<p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p>	<p style="text-align: center;">Bureau of Internal Revenue (BIR)</p>
<p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No.1 requirement (1 original)</p>	<p style="text-align: center;">Window 2 or Window 3, Ground Floor</p>
<p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p style="text-align: center;">Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>



<p>10 Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
<p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Dependent</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>



<p>3. Proof of filiations with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



<p>C. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Window 2 or Window 3, Ground Floor, Davao District Office.</p> <p><i>Trisha Ann Estremera</i> ACR I-Card Section Ground Floor, Davao District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1 Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1. Attaches the Checklist of Requirements to the application 1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran,</i> Legal Section, 2 nd Floor, Davao District Office
2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2. Attaches the Checklist of Requirements to the application 2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umbar,</i> ACR I-Card Section, Group Floor, Davao District Office

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<p>3. Presents the original passport and duly evaluated visa application for assessment of fees 3.1. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3. Secures Order of Payment Slip (OPS)</p>	<p>3. Receives the passport and duly evaluated visa application 3.1. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.3. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor Windows 2 or 3, Ground Floor, Davao District Office</p>
<p>4. Submits the Order of Payment Slip (OPS) 4.1. Pays the required fees 4.2. Secures official receipt</p>	<p>4. Receives the Order of Payment Slip (OPS) 4.1. Accept the payment based on the OPS 4.2. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Cashier Section Cash Section, Ground Floor, Davao District Office</p>
<p>5. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5. Receives the duly evaluated visa application with the attached BICC and official receipt. 5.1. Received the duly evaluated ACR I-Card application.</p>	<p>None</p>	<p>5 minutes 5 minutes</p>	<p>Yehlen Deloria or Daniel Beltran, Legal Section Office 2nd Floor, Davao District Office ACR I-Card Section, Ground Floor, Davao District</p>



<p>6. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.1. Secures the claim stub for ACR I-Card</p>	<p>6. Captures the applicant's biometric information (photograph and fingerprint) 6.1. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Trisha Ann Estremera</i> <i>ACR I-Card Section,</i> <i>Ground Floor, Davao District</i></p>
<p>None</p>	<p>7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>30 minutes per applications</p>	<p><i>Atty. Nimfa T. Edroso</i> <i>Hearing Officer</i> <i>2nd Floor, Davao District Office</i></p>
<p>None</p>	<p>8. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> <i>Second Floor, BI Main Office Building</i></p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	20 minutes per applications	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez</i> , Ground Floor, Davao District Office
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 minutes (If ACR I-Card is already available)	Lairah U. Umpar ACR I-Card Section, Ground Floor, BI Davao District Office
TOTAL		Refer to table below	2-3 Months	



FEE TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



11. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9 (G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>B. PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>



<p>the Department of Trade and Industry (DTI)</p> <p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p>	
<p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p style="text-align: center;">Applicant</p>



<p>Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>Petitioner</p>
<p>If petitioner is a: Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>Sole Corporation - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and b. Articles of Incorporation (1 photocopy each)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original) Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>



<p>C. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the</p>
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<p>Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippines, or from the appropriate foreign government authorities</p>
<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 2 or Window 3. G/F BI Davao District</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria/Daniel Beltran</i> Legal Section, 2 nd Floor, BI Davao District Office
Bel	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section Ground Floor, BI Davao District Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria/Daniel Beltran</i> Legal Section, 2nd Floor, BI Davao District Office</p> <p><i>Assessor Window</i> 2-3 Ground Floor, BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Cash Section Ground Floor, BI Davao District Office</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria/Daniel Beltran</i> Legal Section, 2nd Floor, BI Davao District Office</p>
<p>6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Trisha Ann Estremera</i> ACR I-Card Section, Ground Floor, Davao District</p>



ACR I-Card				
None	7. Legal Division Officers primarily conduct hearing and evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes per application	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2 nd Floor, BI Davao District Office
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy</i>
				<i>Commissioners</i> Second Floor, BI Main Office Building



None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	20 minutes per passport	<i>Rosemae Marie T. Gutierrez</i> Ground Floor, BI Davao District Office
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section, Ground Floor, BI Davao District Office
TOTAL		Refer to table below	Approx. 2-3 Months	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613



FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



12. Conversion to Temporary Resident Visa (TRV) for One Year of an Indian National Married to a Filipino Citizen under Memorandum Order No. ADD-01-038

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Indian national married to a Philippine citizen and/or their children below 21 years old	
	IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
VISA APPLICATION		
A. DOCUMENTARY		
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder		BI Davao District Office or downloadable from www.immigration.gov.ph
PRINCIPAL		
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)		Applicant



<p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>2. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>3. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>4. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>original or 1 certified true copy with OR)</p>	
<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>



<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiations with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Window 2-3, Ground Floor, BI Davao District Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>4. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>Window 2-3, Ground Floor, BI Davao District Office</p>
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2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	<i>Trisha Ann Estremera</i> ACR I-Card Section, G/F BI Davao District Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria/Daniel Beltran</i> Legal Section 2 nd Floor, BI Davao District
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umbar</i> ACR I-Card Section G/F BI Davao District

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC)</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Yehlen Deloria/Daniel Beltran</i> Legal Section 2nd Floor, BI Davao District</p>
<p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			<p><i>Assessor</i> Windows 2-3, Ground Floor, BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> Ground Floor, BI Davao District Office</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Yehlen Deloria/Daniel Beltran</i> Legal Section, 2nd Floor, BI Davao District Office</p>

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<p>6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Trisha Ann Estremera</i> ACR I-Card Section, Ground Floor, Davao District</p>
<p>None</p>	<p>7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office</p>
<p>None</p>	<p>8. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>
<p>None</p>	<p>9. Publication of approved/denied visa application</p>	<p>None</p>	<p>2 hours per BOC Agenda</p>	<p><i>Acting Chief</i> Management and Information Systems Division (MISD)</p>

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				Fourth Floor, BI Main Office Building
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	20 minutes per passport	<i>Rosemae Marie T. Gutierrez</i> Ground Floor, BI Davao District Office
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 minutes per application	<i>Lairah U. Umbar</i> ACR I-Card Section BI Davao District Office
TOTAL		Refer to table below	Approx. 2-3 months	



CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

13. Conversion to Temporary Resident Visa (TRV) for One Year of an Egyptian National Married to a Filipino Citizen under Operations Order No. SBM-2014-031

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Egyptian national married to a Philippine citizen and their children below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



<p>government authorities, with English translation if written in other foreign language (1 original)</p>	
<p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p>



<p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
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<p>Proof of filiation with the principal:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each</p>	<p style="text-align: center;">Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p style="text-align: center;">National Bureau of Investigation</p>
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dependent)	Window 2 or Window 3. G/F BI Davao District Office
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Trisha Ann Estremera, ACR I-Card Section, G/F BI Davao District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Yehlen Deloria or Daniel Beltran , Legal Section, 2nd Floor, BI Davao Office

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<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Lairah U. Umbar ACR I-Card Section, G/F BI Davao District Office</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor BI Davao District Office <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> G/F, BI Davao District Office</p>

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5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	5 minutes	<i>Yehlen Deloria or Daniel Beltran,</i> Legal Section, 2nd Floor BI Davao District Office
6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for ACR I-Card	6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card	None	10 minutes per application	<i>Trisha Ann Estremera,</i> ACR I-Card Section, G/F BI Davao District Office
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main

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				Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 minutes	<i>Lairah U. Umpar ACR I-Card Section, G/Floor BI Davao Office</i>
TOTAL		Refer to table below	Approx. 2-3 months	



CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF AN EGYPTIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-031 is under CA 613.



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

14. Conversion to Temporary Resident Visa (TRV) for One Year of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one (below 21) years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Bangladeshi national married to a Philippine citizen and their children below 21 years old
	IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	
<p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



<p>Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>



<p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>Applicant and Petitioner</p>
<p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>



<p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	
<p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



<p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Trisha Ann Estremera, ACR I-Card Section, G/F BI Davao District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, BI Davao District Office for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ACR I-Card Section for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umbar</i> ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> G/F BI Davao District Office</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Trisha Ann Estremera,</i> ACR I-Card Section, G/F BI Davao District Office</p>



None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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9.1. Submits the original passport	9.1. Receives the original passport	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
9.2. Secures the passport and check the implemented visa if application is approved	9.2. Accept passport and implement the approved visa if application is approved.			
9.3. Secures a certified true copy of Order	9.3. Releases the passport and certified true copy of Order			
10.1. Presents the claim stub	10.1. Receives the claim stub	None	5 minutes per application	<i>Lairah U. Umbar</i> ACR I-Card Section, G/Floor BI Davao Office
10.2. Claims the ACR I-Card	10.2. Releases the ACR I-Card			
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



15. Conversion to Temporary Resident Visa (TRV) for One Year of a Foreign National Married to a Filipino Citizen under Law Instruction No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>Foreign national married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, latest entry</p>	<p>G/F, BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p>
<p>visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p>
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<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office, G/F, BI District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
<p>Proof of filiation with the principal: If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



<p>with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p style="text-align: center;">National Bureau of Investigation</p> <p style="text-align: center;">Window 2 or Window 3. G/F BI Davao District</p>
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2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	<i>Trisha Ann Estremer</i> ACR I-Card Section, G/F BI Davao District Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Lairah U. Umpar,</i> ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor, Window 2 or Window 3, G/F BI Davao District</p>
<p>(20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			
<p>4.1. Submits the Order of Payment Slip (OPS) 5.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Cashier G/F, BI Davao District Office</p>
<p>None</p>	<p>5.1. Receives the visa applications from applicant 5.2. Raffles the application to Hearing Officer (HO)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office</p>
<p>6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 6.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Trisha Ann Estremera,</i> ACR I-Card Section, G/F BI Davao District Office</p>



None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



10.1. Submits the original passport	10.1. Receives the original passport	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
10.2. Secures the passport and check the implemented visa if application is approved	10.2. Accept passport and implement the approved visa if application is approved.			
10.3. Secures a certified true copy of Order	10.3. Releases the passport and certified true copy of Order			
11.1. Presents the claim stub	11.1. Receives the claim stub	None	5 minutes per application	<i>Lairah U. Umpan ACR I-Card Section, G/Floor BI Davao Office</i>
11.2. Claims the ACR I-Card	11.2. Releases the ACR I-Card			
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

16. Conversion to Temporary Resident Visa (TRV) for One Year of those who Previously Availed TRV under Memorandum Order No. ADD-02-015 (Operations Order No. RAGE-2016-003)

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Pursuant to Operations Order No. Rage-2016-003, this temporary resident visa (TRV) is granted to those who previously availed and were granted TRV under Memorandum Order No. ADD-02-015. The grant of this latter TRV is in relation to Sections 29(a)(9) and 29(b)(2) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign nationals who previously availed and were granted Temporary Resident Visa (TRV) under Memorandum Order No. ADD-02-015 in relation to Operations Order No. Rage-2016-003 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder PRINCIPAL Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps,	BI Davao District Office or downloadable from www.immigration.gov.ph Applicant



<p>stamp of previous TRV under Memorandum Order No. ADD-02-015, valid authorized stay of at least twenty (20) days at the time of assessment of fees, and annotation of name of Filipino spouse (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Applicant's Orders of Approval for conversion and extension of previous TRV under Memorandum Order No. ADD-02-015 (1 certified true copy)</p> <p>If previous TRV was downgraded to Temporary Visitor Visa, proof of its downgrading such as order and/or implementation in the passport (1 photocopy)</p> <p>Petitioner's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>Petitioner's Orders of Approval for conversion (1 certified true copy each) and valid ACR I-Card (1 photocopy) for permanent residence</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>Petitioner</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>



<p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p>	<p>Window 2 or Window 3. G/F BI Davao District</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
<p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p>	<p>Dependent</p>



<p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>2. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p><i>Trisha Ann Estremera,</i> ACR I-Card Section, G/F BI Davao District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umpar,</i> ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office <i>r</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> G/F, BI Davao District Office</p>
<p>None</p>	<p>5.1. Receives the visa applications from CRU 5.2. Raffles the application to Hearing Officer (HO)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Trisha Ann Estremera,</i> ACR I-Card Section, G/F BI Davao District Office</p>



None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF THOSE WHO PREVIOUSLY AVAILED TRV UNDER MEMORANDUM ORDER NO. ADD-02-015 (OPERATIONS ORDER NO. RAGE-2016-003) is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00



17. 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 and Medicine program at a duly accredited learning institution.

** 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:	Davao Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	The 9f Student Visa Conversion is issued to a foreign national who has established that: He/ She is at least 18 (eighteen) years of age; He/ She has the means sufficient for his/her education and support in the Philippines; He/ She seeks to enter the country temporarily and 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; 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 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> .	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school

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2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, Student Visa Section, 2 nd Floor, BI Davao District Office
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	<i>Revina Elaine Anabieza</i> Student Visa Section, 2nd Floor, BI Davao District Office
11. Valid Passport	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Revina Elaine Anabieza</i> Student Visa Section, 2 nd Floor, BI Davao District Office
Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 days (Express) 3-7 days (Regular)	<i>Ma Lourdes Danila - Buladaco</i> Student Visa Section, 2 nd Floor, BI Davao District Office
	2.1 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Assessors</i> Student Visa Section, 2 nd floor, BI Davao District Office



<p>Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</p>	<p>10 minutes</p>	<p><i>Cashier</i> Ground Floor, Davao District Office</p>
<p>Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.</p>	<p>4. Process the capturing of subject's biometric information (photograph and fingerprint).</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Isabelo Marindoque, Jr.,</i> Ground Floor, ACR I-Card Section, Davao District Office</p>
<p>Submit the claim stub.</p>	<p>5. Implement the duly approved visa on the subject's passport and release the passport with implemented visa and ACR I-Card.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Ma. Lourdes M. Danila-Buladaco</i> Student Visa Section, 2nd Floor, Davao District Office</p>
	<p>Express</p>	<p>Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</p>	<p>3 days</p>	

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TOTAL:	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	7 days	
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18. Downgrading of Visa

Downgrade of visa from immigrant or non-immigrant visa to temporary visitor's visa (9A).

Office or Division:	Immigration Regulation Division (IRD)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail	All foreign nationals with active/expired visas	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.001 Rev 2 which can be accessed at www.immigration.gov.ph , copies available at Public Information Assistance Unit (PIAU)		
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. a) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein; b) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and	Applicant	



<p>2. Photocopy of passport biopage, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay.</p> <p><i>Additional requirements per visa category:</i> For Pre-Arranged Employee Commercial Visa and Non-Commercial Visa (Missionary), request must be accompanied by a Certificate of</p>	<p>Applicant</p>
<p>Employment/Certification of Missionary Work from the petitioning company/congregation;</p> <p>For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), request 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>For 47(A)2 visa, request must be accompanied by a copy of the DOJ Indorsement granting the visa and proof of notice of downgrading from the DOJ;</p> <p>For Special visa (CWV, SCWV, SCIV, FWV, etc), request must be accompanied by a Cancelation Order from the Special Economic Zone authorities; or</p> <p>For 9(E) visa (Accredited Foreign Government Officials), request must be accompanied with a Certificate of Employment from the Embassy/Consulate/International Organization, Endorsement from the Department of Foreign Affairs and copy of Embassy's Note Verbal, if applicable.</p>	<p>Applicant</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Ryan Ray Milan/Marina D. Fernandez, G/F Davao District Office</i>
	1.1. Issue the Order of Payment Slip (OPS)		5 Minutes	<i>Assessor G/F, Davao District Office</i>
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,520 Visa expired (within 59 days) Php 4,250 w/ issues Visa expired (more than 59 days) Php 5,030 Regular Lane: Valid visa Php 2,520 Visa expired (within 59 days) Php 3,250 Visa expired (more than 59 days) Php 4,030	5 to 10 Minutes	<i>Cashier G/F, Davao District Office</i>
3. Submit the complete application.	3. Receive the application. Attach the OR to the folder of the applicant and submit to CRU- Window 1, Ground Floor, Davao District Office	None	5 Minutes	<i>Frontline personnel, G/F Davao District Office</i>

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4. Receive the claim stub.	4. Issue the claim stub to the applicant indicating the date of release.	None	30 seconds	<i>Frontline personnel, G/F Davao District Office</i>
	For Support: Transmit application to IRD Main Office	Courier Fees	2 days*	<i>Alien Control Officer (ACO) Support Office</i>
	4.1. Check the Derogatory records.	None	10 Minutes	<i>Staff IRD</i>
	4.2. Draft the Order of Downgrading.		10 Minutes	<i>Staff IRD</i>
	4.3. Review the Order of Downgrading.		10 Minutes	<i>Supervisor IRD</i>
	4.4. Approve/Disapprove the Order.		10 Minutes	<i>Chief IRD</i>
	4.5. Final Approval/Disapproval of the Commissioner		1 day	<i>Commissioner</i>
	For Support: Transmit application from IRD Main Office to Support		Courier Fees	2 days*
5. Await the notification on the approval of the application.	5. Notify the client through BI website & IRD monitor on the approval of the downgrading.	None	5 Minutes	<i>Staff IRD</i>

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6. Receive the copy of Order	6. Release the copy of Order.	None	1 Minute	Staff IRD/Authorized Support office
7. Submit the passport and claim stub upon notification of the approval of visa downgrading.	7. Implement the Downgrading of visa on passport.	None	5 Minutes	Ryan Ray Milan/Marina D. Fernandez, G/F, Davao District Office
8. Present the Claim Stub and Receives the passport with the implemented downgrading	8. Secure the claim stub and release the passport.	None	1 Minute	Staff, Visa Implementation Section G/F, Davao District Office
TOTAL time if processed under Express Lane	Total fees depends on visa category		1 day, 1 hour, 17 minutes	
TOTAL time if processed under Regular Lane			5 day, 1 hour, 17 minutes	
TOTAL time if processed under Express Lane thru Support Offices			4 days, 23 hours, 14 minutes*	
TOTAL time if processed under Regular Lane thru Support Offices			8 days, 23 hours, 14 minutes*	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time



19. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Davao Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		Window 1, G/F, BI Davao District Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		<i>Bienvenido C. Quirante, Jr./ Crisbel C. Generalao</i> , Registration Section, 3 rd Floor, Davao District Office
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate		<i>Bienvenido C. Quirante, Jr./ Crisbel C. Generalao</i> , Registration Section, 3 rd Floor, Davao District Office
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant

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5. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Norwahid Dalid</i> G/F, Davao District Office
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Section transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i> Window 2-3, G/F BI Davao District Office
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> G/F BI Davao District Office

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4. Submit the Official Receipt (OR)	4. Alien Registration staff receives the OR and issue claim stub.	None	30 minutes	<i>Miguel Legazpi,</i> Registration Section, 3 rd Floor, Davao District Office
	4.1 For Fingerprint Verification, Alien Registration staff encodes and prints the ECC/CE for review of the Alien Registration Section OIC Davao District Office.	None		Bienvenido C. Quirante, Jr. OIC- ARD Davao District
	4.2 Final review and approval	None	30 minutes	<i>Sittie Rizminh M. Alonto,</i> Alien Control Officer, Davao District Office
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff</i> Window 9-10
	TOTAL:		1 hour, 47 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)



Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



20. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Davao District Office / BI Website www.immigration.gov.ph/
Notarized letter of explanation for overstaying	Applicant
Passport of the applicant (original)	Applicant
Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
Birth Certificate if applicant is a child	Applicant



<p><i>Additional requirements per visa category:</i></p> <p>Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or</p> <p>BI Accreditation ID of the Travel Agent (1 photocopy)</p>		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Rosemae Marie Gutierrez,</i> TVE Section, G/F BI Davao District Office
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	<i>Frontline Staff,</i> TVE Section, G/F BI Davao District Office
	2.1 Check the derogatory records. Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	30 minutes	<i>Frontline Staff,</i> TVE Section, G/F BI Davao District Office Clearance & Certification Section, BI Main Office
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Frontline Staff, TVE Section, G/F BI Davao District Office



	2.3 Draft the Order.	None		<i>Danielle Monteagudo,</i> TVE Section, G/F BI Davao District Office
	2.4 Review and sign Order for endorsement to the C, IRD	None	1 hour	<i>Alien Control Officer,</i> G/F BI Davao District Office
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Danielle Monteagudo,</i> TVE Section, G/F BI Davao District Office
	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> IRD
	2.7 Transmit the Order to the Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge</i> IRD
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge</i> OCOM

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	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Danielle Monteagud,</i> TVE Section, G/F BI Davao District Office
3. Present the claim stub	3. Assess the fees.	None	10 minutes	Window 2-3, G/F BI Davao District Office TVS
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Window 2-3, G/F BI Davao District Office
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i> Window 2-3, G/F BI Davao District Office
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Rosemae Marie Gutierrez,</i> TVE Section, G/F BI Davao District Office
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Frontline Staff,</i> TVE Section, G/F BI Davao District Office
6. Receive the passport, BI Clearance Certificate, Approved	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Frontline Staff,</i> TVE Section, G/F BI



Order and Official Receipt				Davao District Office
TOTAL:		<i>Total fees depends on number of months overstayed</i>	8 days 12 hours and 10 minutes	

21. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9 (G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p>



<p>duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Renewed Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the</p>	<p style="text-align: right;">Petitioner</p>
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<p>company, duly acknowledged and originally signed by applicant</p>	
<p>and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>If Petitioner is a: Corporation/Partnership - General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each), Mayor's Permit for the current year</p> <p>Sole Proprietorship - Mayor's Permit for the current year (1 photocopy each)</p> <p>Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's</p>	<p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p>



<p>eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p style="text-align: center;">Applicant and/or Petitioner</p> <p style="text-align: center;">Window 2-3. G/F BI Davao District</p> <p style="text-align: center;">Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p style="text-align: center;">Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
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<p>b. DEPENDENT/S Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiations with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of</p>	<p>Dependent</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government</p>



<p>Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>authorities</p>
<p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Window 2 or Window 3. G/F BI Davao District</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, 2/F, BI Davao District Office	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umbar</i> ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i> G/F, BI Davao District Office</p>
<p>None</p>	<p>5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i> Legal Section, 2nd Floor BI Davao District Office</p>
<p>None</p>	<p>6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Atty. Nimfa T. Edroso,</i> Hearing Officer, Legal Section, 2nd Floor BI Davao District Office</p>

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None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
9.1. Submits the original passport 9.2. Secures the passport and check the implemented visa if application is approved 9.3. Secures a certified true copy of Order	9.1. Receives the original passport 9.2. Accept passport and implement the approved visa if application is approved. 9.3. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
10.1. Presents the claim stub 10.2. Claims the ACR I-Card	10.1. Receives the claim stub 10.2. Releases the ACR I-Card	None	10 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office



TOTAL	Refer to table below	39 days, 4 hours and 37 minutes	
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EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,560.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,100.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 20,640.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,060.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,100.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 19,140.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

22. Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9 (G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p>



<p>of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, implementation pages for the visa conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Barangay Certification stating that that applicant is actually rendering</p>	<p>Barangay where the applicant is actually rendering missionary services</p>
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<p>missionary services in the community/barangay (1 original)</p>	
<p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government- issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Applicant and/or Petitioner</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>

<p>Dependent's passport including biographical data page, visa implementation pages for the first conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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Records Section (1 certified true copy for each dependent)	
<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Building</p> <p style="text-align: right;"><i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, 2/F, BI Davao District for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office

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<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Lairah U. Umpar</i>, ACR I-Card Section, G/Floor BI Davao Office</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i>, Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i>, G/F, BI Davao District Office</p>

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None	5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)	None	5 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office
None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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9.1. Submits the original passport	9.2. Secures the passport and check the implemented visa if application is approved	9.3. Secures a certified true copy of Order	9. Receives the original passport	9.2. Accept passport and implement the approved visa if application is approved.	9.3. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
10.1. Presents the claim stub	10.2. Claims the ACR I-Card		10.1. Receives the claim stub	10.2. Releases the ACR I-Card		None	5 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office
TOTAL						Refer to table below	39 days, 4 hours and 37 minutes	

EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00
B. 2 YEARS 1. Visa Fees	PHP 7,980.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00



2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees 2. ACR I-Card	USD 150.00	USD 150.00	USD 150.00	USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 5,250.00	PHP 4,550.00	PHP 4,550.00	PHP 4,550.00
1. Visa Fees 2. ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

23. Extension of Temporary Resident Visa (TRV) for Five (5) Years of an Indian National Married to a Filipino Citizen Under Memorandum Order No. ADD-01-038

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of (five) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office
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Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indian national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Memorandum Order No. ADD-01-038 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, visa implementation page and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and/or Petitioner</p>



<p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Window 2 or Window 3. G/F BI Davao District</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>



<p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p>



<p>Dependent's passport including biographical data page, visa implementation page, latest departure and arrival stamps, and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, BI Davao District Office.	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ACR I-Card Section for evaluation.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	<i>Lairah U. Umpar</i> , ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i>, Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i>, G/F, BI Davao District Office</p>
<p>None</p>	<p>5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i>, Legal Section, 2nd Floor BI Davao District Office</p>
<p>None</p>	<p>6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Atty. Nimfa T. Edroso</i>, Hearing Officer, Legal Section, 2nd Floor BI Davao District Office</p>

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None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
9.1. Submits the original passport 9.2. Secures the passport and check the implemented visa if application is approved 9.3. Secures a certified true copy of Order	9.1. Receives the original passport 9.2. Accept passport and implement the approved visa if application is approved. 9.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>The Board Secretary Office of the Board Secretary</i> Second Floor, BI Main Office Building

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10.1. Presents the claim stub	10.1. Receives the claim stub	None	5 days per application	Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
10.2. Claims the ACR I-Card	10.2. Releases the ACR I-Card			
TOTAL		Refer to table below	39 days, 4 hours and 32 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR FIVE (5) YEARS OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



24. Extension of Temporary Resident Visa (TRV) for Three (3) or Five (5) Years of an Egyptian National Married to a Filipino Citizen under Operations Order No. SBM-2014-031

This temporary resident visa (TRV) is granted to the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of three (3) years. It is also granted to the wife or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of five (5) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Egyptian national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Operations Order No. SBM-2014-031 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>
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<p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for</p>	<p>Window 2 or Window 3.G/F BI Davao District</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division’s Transactions)</p>	<p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, Legal Section, BI Davao District for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office

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<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Lairah U. Umpar, ACR I- Card Section, G/Floor BI Davao Office</i></p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor BI Davao District Office</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier, G/F, BI Davao District Office</i></p>

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None	5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)	None	5 minutes per application	<i>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor BI Davao District Office</i>
None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso, Hearing Officer</i>
None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems</i>

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				Division (MISD) Fourth Floor, BI Main Office Building
9.1. Submits the original passport 9.2. Secures the passport and check the implemented visa if application is approved 9.3. Secures a certified true copy of Order	9.1. Receives the original passport 9.2. Accept passport and implement the approved visa if application is approved. 9.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
10.1. Presents the claim stub 10.2. Claims the ACR I-Card	10.1. Receives the claim stub 10.2. Releases the ACR I-Card	None	5 days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 days, 4 hours and 32 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR THREE (3) OR FIVE (5) YEARS OF AN EGYPTIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-031 is covered under CA 613.

FEES TO BE PAID FOR EXTENSION OF TRV FOR THREE (3 YEARS) BY MALE EGYPTIAN			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 18,170.00	PHP 18,170.00	PHP 18,170.00



2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00
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FEES TO BE PAID FOR EXTENSION OF TRV FOR FIVE (5 YEARS) BY FEMALE EGYPTIAN			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,270.00	PHP 29,270.00	PHP 29,270.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



25. Extension of Temporary Resident Visa (TRV) for Two (2) or Five (5) Years of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

This temporary resident visa (TRV) is granted to the wife or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. It is also granted to the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of five (5) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Bangladeshi national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Operations Order No. SBM-2014-060 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p>	<p>BI Davao District Office or downloadable from www.immigration.gov.ph</p>
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<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>3. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6)</p>	<p>Applicant</p> <p>Applicant and/or Petitioner</p>
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<p>months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Window 2 or Window 3. G/F BI Davao District</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>1. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p>
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<p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, 2/F, BI Davao District for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Yehlen Deloria or Daniel Beltran , Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	Lairah U. Umpar , ACR I-Card Section, G/Floor BI Davao Office
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)	None	5 minutes per application	Yehlen Deloria or Daniel Beltran , Legal Section, 2nd Floor BI Davao District Office

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Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)				
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	Cashier, G/F, BI Davao District Office
None	5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)	None	5 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office
None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes per application	<i>Atty. Nimfa T. Edroso</i> , Hearing Officer, Legal Section, 2nd Floor BI Davao District Office,
None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main

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				Office Building
None	8. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
9.1. Submits the original passport 9.2. Secures the passport and check the implemented visa if application is approved 9.3. Secures a certified true copy of Order	9.1. Receives the original passport 9.2. Accept passport and implement the approved visa if application is approved. 9.3. Releases the passport and certified true copy of Order	None	20 minutes per transaction	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez</i> , G/F, BI Davao District Office
10.1. Presents the claim stub 10.2. Claims the ACR I-Card	10.1. Receives the claim stub 10.2. Releases the ACR I-Card	None	5 minutes per transaction	<i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office



TOTAL	Refer to table below	39 days, 4 hours and 32 minutes	
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EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) OR FIVE (5) YEARS OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.



FEES TO BE PAID FOR EXTENSION OF TRV FOR TWO (2 YEARS) BY FEMALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 12,610.00	PHP 12,610.00	PHP 12,610.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

FEES TO BE PAID FOR EXTENSION OF TRV FOR FIVE (5 YEARS) BY MALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



26. Extension of Temporary Resident Visa (TRV) for Two (2) Years of a Foreign National Married to a Filipino Citizen Under Law Instruction No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Law Instruction No. 33 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder a. PRINCIPAL	BI Davao District Office or downloadable from www.immigration.gov.ph



<p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the</p>	<p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>
<p>date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Window 2 or Window 3. G/F BI Davao District</p>



<p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Davao District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
<p>Proof of filiation with the principal:</p>	

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<p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p>
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<p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy for each dependent) may facilitate the processing of this application.</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Window 2 or Window 3. G/F BI Davao District</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, BI Davao District for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office

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<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Lairah U. Umpar</i>, ACR I- Card Section, G/Floor BI Davao Office</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Yehlen Deloria or Daniel Beltran</i>, Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Cashier G/F, BI Davao District Office</p>

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None	5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)	None	5 minutes per application	<i>Yehlen Deloria or Daniel Beltran</i> , Legal Section, 2nd Floor BI Davao District Office
None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes	<i>Atty. Nimfa T. Edroso</i> , Hearing Officer, Legal Section, 2nd Floor BI Davao District Office
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth

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				Floor, BI Main Office Building
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	20 minutes per application	<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office</i>
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 minutes per application	<i>Lairah U. Umpar</i> ACR I-Card Section, G/Floor BI Davao Office
TOTAL		Refer to table below	39 days, 4 hours and 32 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) YEARS OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



27. Extension of Temporary Resident Visa (TRV) for Five (5) Years of those who previously had availed TRV under Memorandum Order No. ADD-02-015 (Operations Order No. RAGE-2016-003)

Pursuant to Operations Order No. RAGE-2016-003, this temporary resident visa (TRV) is granted to those who previously availed and were granted TRV under Memorandum Order No. ADD-02-015, for a period of five (5) years. The grant of this latter TRV is in relation to Sections 29(a)(9) and 29(b)(2) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Memorandum Order No. ADD-02-015 in relation to Operations Order No. RAGE-2016-003 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder a. PRINCIPAL	BI Davao District or downloadable from www.immigration.gov.ph

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<p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>Applicant's passport including biographical data page, implementation page of TRV under Operations Order No. Rage-2016-003, latest departure and arrival stamps, and stamps of previous TRV under Memorandum Order No. ADD-02-015 (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Applicant's Order of conversion/ latest extension (1 certified true copy) and valid ACR I-Card (1 photocopy) for TRV NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy)</p>	<p>Applicant</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>Petitioner's passport biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>BI Dava District Office or downloadable from www.immigration.gov.ph</p>
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b. DEPENDENT/S	
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<p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>Window 2 or Window 3. G/F BI Davao District</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Legal Section, BI Davao District for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Yehlen Deloria or Daniel Beltran , Legal Section, 2nd Floor BI Davao District Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	10 minutes per application	Lairah U. Umpar , ACR I-Card Section, G/Floor BI Davao Office

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor BI Davao District Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Cashier, G/F, BI Davao District Office</p>
<p>None</p>	<p>5.1. Receives the visa applications from Cashier 5.2. Raffles the application to Hearing Officer (HO)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Yehlen Deloria or Daniel Beltran, Legal Section, 2nd Floor BI Davao District Office</p>

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None	6. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	30 minutes per transaction	Atty. Nimfa T. Edroso , Hearing Officer, Legal Section, 2nd Floor BI Davao District Office
None	7. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i>
				Fourth Floor, BI Main Office Building

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10.1. Submits the original passport	10.1. Receives the original passport	None	20 minutes per application	Rosemae Marie T. Gutierrez/Jonafe Rodriguez, G/F, BI Davao District Office
10.2. Secures the passport and check the implemented visa if application is approved	10.2. Accept passport and implement the approved visa if application is approved.			
10.3. Secures a certified true copy of Order	10.3. Releases the passport and certified true copy of Order			
11.1. Presents the claim stub	11.1. Receives the claim stub	None	5 minutes per application	Lairah U. Umpar ACR I-Card Section, G/Floor BI Davao Office
11.2. Claims the ACR I-Card	11.2. Releases the ACR I-Card			
TOTAL		Refer to table below	39 days, 4 hours and 32 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR FIVE (5) YEARS OF THOSE WHO PREVIOUSLY AVAILED TRV UNDER MEMORANDUM ORDER NO. ADD-02-015 (OPERATIONS ORDER NO. RAGE-2016-003) is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00



28. 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:	Davao Immigration District Office	
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		Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		BI website or Student Visa Section, 2 nd Floor, BI Davao District Office, J.P. Laurel Avenue, Davao City

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3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Student Visa Section, 2 nd Floor, Davao District Office
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	Bureau of Quarantine
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).	National Bureau of Investigation



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Revina C. Anabieza</i> Student Visa Section, 2 nd Floor, Davao District Office
Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-3 days (Express) 7 days (Regular)	<i>Ma. Lourdes D. Buladaco</i> Student Visa Section, 2 nd Floor, Davao District Office
	2.1 Issue the Order of Payment Slip (OPS).	None	5 to 10 minutes	<i>Revina C. Anabieza,</i> Student Visa Section, 2 nd floor, Davao District Office

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Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	10 minutes	Cashier Ground Floor, Davao District Office
Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	Isabelo Marindoque, Jr. ACR I-Card Section, G/F Davao District Office
Submit the claim stub	5. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I- Card.	None	15 minutes	Ma. Lourdes M. Danila – Buladaco, Student Visa Section, 2 nd Floor, Davao District Office
TOTAL	Express	Php 7,030.00 plus ACR I- Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	3 days	



	Regular	Php 5,530.00 plus ACR I- Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	7 days	
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29. Grace Period

Office or Division:	Davao Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Immigrant and Non-immigrant visa holders with pending amendment or visa extension applications who will travel abroad.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Letter request to the Commissioner from the applicant and petitioning company/spouse; Letter request to the Commissioner from the applicant and petitioning company/spouse; Photocopy of the letter request for amendment/extension of visa duly received; Photocopy of accomplished CGAF for application/amendment of visa duly received. Photocopy of applicant's passport, biopage, visa implementation page, and latest admission with valid authorized stay; Photocopy of the official receipt of payment for a pending visa application; Photocopy of ACR I-Card Photocopy of official receipt showing payment for pending visa application Photocopy of airline ticker if applicable and Photocopy of BI Clearance Certificate</p>	<p style="text-align: center;">Applicant</p> <p style="text-align: center;">Applicant</p> <p style="text-align: center;">Applicant</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the documentary requirements at Window 1, G/F of BI Davao District Office	Evaluate the application for completeness and discrepancies, and check for any derogatory record.	None	10 minutes	<i>Ryan Ray Milan/Marina D. Fernandez, G/F, BI Davao District Office</i>
2. None	Assess Fees and Issuance of Order of Payment Slip	None	5 minutes	Window 2-3, G/F, BI Davao District Office
3. Present OPS to the Cashier	Issuance of Official Receipt	Application Fee: 1,010.00	5 minutes	Cashier, G/F, BI Davao District Office
	Transmittal of GP application to the Chief, Legal Division for review and recommending approval	None	-	<i>Jonafe Rodriguez, G/F BI Davao District Office</i>
	Transmittal of the application to the Office of OIC-Deputy Commissioner for approval.	None	-	<i>Staff, Legal Division, BI Main Office</i>

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	Review and approval of Grace Period application	None	-	<i>Office of Ronaldo P. Ledesma, OIC-Deputy Commissioner</i>
	Transmittal of the approved GP application to the BI Davao District Office	None	-	Staff, Office of the Board Secretary
	Assessment of Implementation Fees	Issuance of Order Payment of Slip	5 minutes	Window 2-3, G/F, BI Davao District Office
3. Bring OPS to Cashier for payment	Issuance of Official Receipt	Fee: P 660.00 (1 Mo) P 820.00 (2 Mo) P 980.00 (3 Mo.)	5 minutes	<i>Cashier, G/F, BI Davao District Office</i>
4. Submit OR to Window 1	Implementation of approved GP Order	None	5 minutes	<i>Ryan Ray Milan/Marina D. Fernandez, G/F, BI Davao District Office</i>
TOTAL			Approx 1-2 Weeks or 2-3 days if travel is extremely urgent	



30. Petition for Retention/ Re-Acquisition of Philippine Citizenship Under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Davao Immigration District Office	
Classification:	Highly technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Natural born citizens of the Philippines who: (i) were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and (ii) Those who become foreign citizens after the effectivity of RA 9225	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished application form (BI Form 2014-01-004 Rev 1)		Bureau of Immigration's (BI) website and/or Dual Citizenship Office or BI Davao District Office
Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application		Applicant

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<p>Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer.</p> <p>If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following:</p> <p>a. Two (2) Original copies of Oath of Allegiance taken before any person duly authorized to administer oath; and</p> <p>b. Affidavit of Justification or Explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer.</p>	<p>Dual Citizenship Office</p> <p>Notary Public</p> <p>Notary Public</p>
<p>Original Copy of proof as natural-born Philippine Citizen:</p> <p>a. Philippine Birth Certificate;</p> <p>b. Cancelled Philippine Passport (to be placed in an envelope);</p> <p>c. Voter's Identification Card;</p> <p>d. Philippine Marriage Certificate indicating the Philippine Citizenship of the Petitioner); or</p> <p>e. Any other Philippine-issued official document proving natural-born citizenship.</p>	<p>a. Philippine Statistics Authority</p> <p>b. Applicant</p> <p>c. COMELEC and/or Applicant</p> <p>d. Philippine Statistics Authority</p> <p>e. Issuing office and/or Applicant</p>
<p>Original and photocopy of valid foreign passport</p>	<p>Applicant</p>
<p>Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in another foreign language or, an Affidavit stating how and when foreign citizenship was acquired.</p>	<p>Applicant</p> <p>Notary Public</p>



<p>For BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).</p> <p>Please Submit an Affidavit of Loss if (a) and/or (b) are lost.</p>	<p>a. Applicant b. Applicant</p> <p>Notary Public</p>
<p>In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign passport's machine readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:</p> <p>a. Affidavit of one and the same person executed by the applicant</p>	
<p>acknowledging all obligations, responsibilities and liabilities under all names and an explanation on the discrepancies; and</p> <p>b. Substantial proof on how the applicant acquired the varied name/s such as but not limited to:</p> <p>i.) Marriage Certificate; ii.) Annotation in the passport or Birth Certificate of varied name; iii.) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document; iv.) Annotation in the Certificate of Naturalization or Citizenship of the varied names; or v.) Philippine-issued official document indicating varied names.</p>	<p>a. Notary Public</p> <p>b(i).Philippine Statistics Authority b(ii).Philippine Statistics Authority and/or Applicant b(iii).Issuing office and/or Applicant b(iv).Issuing office and/or Applicant b(v).Issuing office and/or Applicant</p>



FOR EACH DEPENDENT CHILD	
Duly accomplished Supplement for Dependent form (BI Form 2014-01-006 Rev 1)	BI website, Dual Citizenship Office or BI Davao District Office
Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	Applicant
Photocopy of Birth Certificate of Dependent Child	Philippine Statistics Authority and/or Client
Photocopy of valid foreign passport bio-page of Dependent Child	Applicant
For Dependent Child who are BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).	Applicant Applicant Notary Public
Please Submit an Affidavit of Loss, to be executed by the Principal, if (a) and/or (b) are lost.	
<i>*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements; b. Complete all the required documents.	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Jonafe Rodriguez</i> Window 1, G/F BI- Davao District
2. Submit the application folder for pre-evaluation.	2. Assess the completeness of submitted documents and endorse the application for payment	None	If complete, within 10-12 minutes	<i>Ryan Ray Milan/Marina D. Fernandez</i> Window 1, G/F BI- Davao District
3. Proceed to ACR I-Card Section, G/F, BI Davao District Office to present application folder for checking of Alien Certificate of Registration (ACR) I-Card	3. Check the alien registration.	None	10 minutes	<i>Lairah U. Umbar</i> ACR I-Card Section, G/F BI Davao District Office



<p>4. Proceed to Window 1 and present Foreign Passport and application folder</p>	<p>4. Assess and generate Order of Payment Slip (OPS).</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Ryan Ray Milan/Marina D. Fernandez</i> Window 1, G/F BI- Davao District</p>
<p>5. Present the OPS to the cashier for payment of the required fees.</p>	<p>5. Issue the Official Receipt (OR).</p>	<p>Regular: Principal Php 3,010.00 Dependent Php 1,760.00 Express: Principal Php 3,010.00 Dependent Php 1,760.00</p>	<p>5 minutes</p>	<p>Cashier G/F BI- Davao District</p>
<p>6. Proceed to Window 1 for submission of application folder with the Official receipts</p>	<p>6. Receive the application folder. Application will be transmitted to RA 9225 Office in Manila for evaluation and approval.</p>	<p>None</p>	<p>5 minutes for receiving transmittal of application to RA 9225 Office in Manila within 24 hours from receipt of application.</p>	<p>Jonafe Rodriguez Window 1, G/F BI- Davao District</p>



7. Present the OR and take the Oath of Allegiance.	7. Administer the Oath of Allegiance	None	5 minutes	Dual Citizenship Office, Manila
8. For releasing of certificate, the applicant has two options: a. Personally claim the certificate by presenting the Official Receipts, and valid ID; or b. Have a representative to claim the certificate by presenting Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	8. Release applicant's copy of Order granting Petition for Dual Citizenship, Oath of Allegiance, and Certificate of Re-acquisition or Retention of Philippine Citizenship	None	15 to 20 minutes	Dual Citizenship Office, Manila
TOTAL:		Regular: Principal Php 3,010.00 Dependent Php 1,760.00	20-40 working days	
		Express: Principal Php 3,010.00 Dependent Php 1,760.00	Up to 20 working days	



31. Provisional Work Permit (PWP)

Office or Division:	Davao Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Letter-request addressed to the Commissioner from the Petitioning company;</p> <p>Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);</p> <p>Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;</p> <p>Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;</p> <p>Submit the following documents for the particular positions (if applicable): a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p>	<p style="text-align: center;">Applicant</p> <p style="text-align: center;">BI Website: https://immigration.gov.ph/ or BI Davao District Office</p> <p style="text-align: center;">Applicant</p> <p style="text-align: center;">Petitioner</p>



<p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p> <p>Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and 7. BI Clearance Certificate.</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure checklist of requirements and application form.	Provide the applicant with the checklist of requirements form	none	3 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office

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2. Submission of documentary requirements.	Evaluate the requirements for completeness and discrepancies, check for derogatory, assess fees and issue Order of payment slip	none	10 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
3. Present OPS to the Cashier for payment	Issue the Official Receipt (OR)	P 4,040.00	5 minutes	<i>Cashier</i> G/F, BI Davao District Office
4. Present Official Receipt to Legal Section, 2 nd Floor, BI Davao District Office	Received the Official Receipt and processed the application	none	10 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
none	Legal Officer evaluate the full compliance and procedural requirements and prepare draft order and recommendations for approval.	none	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office

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none	Evaluate and approve the application	none	30 minutes	<i>Sittie Rizminh M. Alonto</i> Alien Control Officer G/F BI Davao District Office
5. Present the claim stub	Releasing of approved order, official receipts and other documents	none	5 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
TOTAL			1 hour and 33 minutes	

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
PWP Fee	4,040.00	-	-



32. Revalidation of Visa

Office or Division:	Davao Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Immigrant or non-immigrant visa applicants who are out of the country when their visa was approved by the Board of Commissioner	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter request addressed to the Commissioner, stating the reason why subject-applicant left the country prior to or after the approval of his/her visa.	Applicant
	2. Affidavit of Explanation, if the applicant failed to file the request for the revalidation within 15 days from latest arrival;	Applicant
	3. Photocopy of supporting document to substantiate the reason for leaving the country prior to or after the approval of the applicant's visa and	Applicant
	4. Photocopy of the applicant's passport bio-page, latest departure and arrival stamps)	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
Submit the documentary requirement at Window 1, G/F of BI Davao District Office	Evaluate the application for completeness and discrepancies and check for any derogatory record.	None	10 minutes	<i>Ryan Ray Milan/Marina D. Fernandez</i> G/F BI Davao District Office
None	Assess fees and issuance of Order Payment Slip	None	5 minute	<i>Windows 2-3, G/F BI Davao District Office</i>
Bring OPS to Cashier	Issuance of Official Receipt	Sec 13a : P 2,020.00 Sec 9g: P 4,020.00	5 minutes	<i>Cashier, G/F BI Davao District Office</i>
	Transmittal of Revalidation application to the Office of the Board Secretary.	None	-	<i>Staff, BI Davao District Office</i>
	Review and Approval of the application by the Office of the Board Secretary	None	-	<i>Office of the Board Secretary, Main Office, Manila</i>
	Transmittal of the approved application to BI Davao District Office	None		<i>Staff, Office of the Board Secretary</i>

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	Implementation of the approved visa applied for	None		<i>Rosemae Marie T. Gutierrez/Jonafe Rodriguez</i> G/F BI Davao District Office
	9. Tr			
10.1	10.1			
TOTAL			Approx. 3-5 days	

FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
Revalidation Fee			
Section 13(a) Prob	Php 2,020.00	-	-
Sec 13(a)(g), TRV	Php 3,020.00	-	-
Sec 9(g)	Php 4,020.00	Php 2,020.00	Php 2,020.00



33. 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:	Davao Immigration District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: Below 18 years old and enrolled in bachelor degree courses; Enrolled and admitted in a non-degree course; or Enrolled and admitted in a short course of less than one (1) year or two (2) year courses and ESDA courses; or Enrolled and admitted in an English Language Program; or Enrolled in Pre-school, Primary or Secondary Levels; and Cross-enrollees.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
	Duly 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;	BI website or Student Visa Section, 2 nd Floor, BI Davao District Office

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Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, BI Davao District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Revina C. Anabieza,</i> Student Visa Section, 2 nd Floor, BI Davao District Office

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Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	30 minutes	<i>Ma. Lourdes Danila-Buladaco</i> Student Visa Section, 2 nd floor, BI Davao District Office
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Revina C. Anabieza,</i> Student Visa Section, 2 nd Floor, BI Davao District Office
Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	10 minutes	<i>Cashier</i> G/F, BI Davao District Office
Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Ma. Lourdes Danila- Buladaco</i> Student Visa Section, 2 nd floor, BI Davao District Office
TOTAL		Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	1 hour and 5 minutes	



34. Special Work Permit (SWP)

Office or Division:	Davao Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen (G2C)
Who may avail:	A foreign national who shall engage in gainful employment for three to six months.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1 Secure checklist of requirements and application form.	Provide the applicant with the checklist of requirements form	none	3 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
2.1 Submission of documentary requirements.	Evaluate the requirements for completeness and discrepancies, check for derogatory, assess fees and issue Order of payment slip	none	10 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
Present OPS to the Cashier for payment	Issue the Official Receipt (OR)	Php 6,440.00 + \$ 50 ACR I-Card (BSP Forex Rate)	5 minutes	<i>Cashier</i> G/F, BI Davao District Office

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Present Official Receipt to Legal Section, 2 nd Floor, BI Davao District Office	Received the Official Receipt and processed the application	none	10 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
none	Legal Officer evaluate the full compliance and procedural requirements and prepare draft order and recommendations for approval.	none	30 minutes	<i>Atty. Nimfa T. Edroso</i> Hearing Officer Legal Section, 2nd Floor BI Davao District Office
none	Evaluate and approve the application	none	30 minutes	<i>Sittie Rizminh M. Alonto</i> Alien Control Officer G/F BI Davao District Office
Present the claim stub	Releasing of approved order, official receipts and other documents	none	5 minutes	<i>Yehlen Deloria/Daniel Beltran,</i> Legal Section, 2 nd Floor, BI Davao District Office
TOTAL			1 hour and 33 minutes	



FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
SWP Fee	Php 6,440.00 + \$ 50 ACR I-Card (BSP Forex Rate)	-	-



**ILOILO IMMIGRATION DISTRICT OFFICE
EXTERNAL SERVICES**



1. ACR I-CARD Issuance/Renewal

1.1. Issuance of ACR I-Card (New)

Office or Division:	Iloilo Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 13A Probationary and Amendment to Permanent (2) 13G (3) 9G (Working/Missionary); (4) 9F Student; (5) TRV-Temporary Resident Visa (6) Tourist	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF)	Iloilo Immigration District Office (Receiving Counter/BI Website www.immigration.gov.ph)	
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	Applicant	
3. Official receipt of payment for the applicable fees (1 photocopy)	Cashier	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents	1 Review and evaluates ACR I- Card Application upon receipt of CGAF	None	2 Minutes per application	<i>Receiving Counter (IDO) Staff-in-charge (IDO) Alien Control Officer Staff-in-charge (IDO) Data Trail (BI-Main Office)</i>
	1.1 Encode and prepare transmittal of reviewed CGAF to the ARD (ACR I-card System).		2 Minutes per Application	
	1.2 Signing of the transmittal		2 Minutes per application within 3 Days upon	
	1.3 Verify, approve, and sort ACR I-Card application as per approved BOC Agenda			



for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation	1.4 Print the ACR I-Card		receipt of the approved BOC Order	
	1.5 Transmits the ACR I-Card to Iloilo Immigration District Office		5 Minutes	
			1 Day	<i>Staff-in-charge (ARD-BI Main Office)</i>
	1.6 Received approved ACR I-Card from ARD-Manila		5 Minutes	<i>Staff-in-Charge Iloilo Immigration District Office</i>
	1.7 Contact the applicant thru email or telephone call for the approval/issuance of ACR I-card		3 Minutes	<i>Staff-in-Charge Iloilo Immigration District Office</i>
2. Presents Claim Stub and Claim the ACR I-Card	2. Release the ACR I-Card to the applicant		3 Minutes	<i>Releasing Counter (IDO)</i>
	TOTAL	None	1 hour - 2 Hours for application (depending on the network connectivity connected to BI-ACR I-Card System)	NOTE: All applications acted within 1 working Day upon receipt/ Releasing of the ACR I-Card to the applicant will be made upon receipt of the said issued immigration document from BI Main Office

1.2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Iloilo Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 13A Probationary and Amendment to Permanent (2) 13G (3) 9G (Working/Missionary); (4) 9F Student; (5) TRV-Temporary Resident Visa; (6) Tourist



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	Receiving Counter Iloilo Immigration District Office)/ BI Website www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP
For Amendment of the following:	
A. Name <ul style="list-style-type: none"> o Court Order (if applicable) (1 Copy) 	A. Court
B. Citizenship/Nationality <ul style="list-style-type: none"> o Official document proving change of citizenship/nationality (1 Copy) 	B. Court
C. Civil Status <ul style="list-style-type: none"> o Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy) 	C. Report of marriage where the marriage took place
D. Address <ul style="list-style-type: none"> o Certificate of Residence from the Barangay Captain (1 Copy) 	D. Office of the Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the	None	3 Minutes	<i>Staff-in-charge</i>

	transacting public.			
2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation	2. Review the completeness of application details and enter applicant's details in the system.	None	15-20 Minutes (Express) 3 Days (Regular)	<i>Evaluation Officer/ Staff-in-charge</i>
	2.1 Verify records appeared on AR System, verify records on BI ACR I-Card System. Assess the fees and issue the Order of Payment Slip.	None		<i>Evaluation Officer/ Assessor</i>
3. Submit the OPS to the cashier for payment	3. Issuance of Official Receipt /Receiving Payments	Applicable fees + ACR I-Card Fee USD 50.00 (calculated accdg. to BSP Forex Rate on date of payment)	10 Minutes	<i>Staff-in-charge</i>



<p>4. Prepare for photo capturing/biometrics</p>	<p>4.Photo capturing/biometrics/taking of manual fingerprints and encoding of the applicant's information</p> <p>4.1 Preparation of Indorsement address to the Chief, ARD thru the Chief, Fingerprint Section</p> <p>4.2 Final Review/Signing of the Indorsement and other documents</p> <p>4.3 Preparing for the mailing of the application and other supporting documents to the Chief, ARD thru Chief, Fingerprint Section</p>	<p>None</p>	<p>30-45 Minutes</p>	<p><i>Staff-in-charge/ AACO</i></p>
	<p>Approval / Disapproval/issuance of ACR I-Card by the ARD-Main Office</p>			<p><i>ARD-BI Main Office</i></p>
	<p>Received approved ACR I-Card from ARD-Manila Notify the applicant via email or contact number provided.</p>		<p>10 Minutes</p>	<p><i>Staff-in-charge</i></p>
<p>5. Claim the ACR I- Card (applicant must present the claim stub at Window 2)</p>	<p>5. Release the ACR I-Card.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff-in-charge Window 2</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>1 hour to 2 hrs (depending on the network connectivity connected to BI-ACR I-Card System)</p>	<p>NOTE: All applications acted within 1 working Day upon receipt/ Releasing of the ACR I-Card to the applicant will be made upon receipt of the said issued immigration document from ARD, BI-Manila</p>



2. Alien Registration Program (ARP)

Office or Division:	Iloilo Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Receiving Counter, Iloilo District Office (IDO) or BI Website www.immigration.gov.ph	
2. Original Passport with photocopies of passport bio-page, latest admission and visa implementation page	Applicant	
3. 1-piece 2x2 colored photograph with white background and must be taken within the last three (3) months from the date of application	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to the receiving counter	1. Check/evaluate the Form 2014-08-019 Rev 0/ARP Form if all required entries are properly/correctly filled out	N/A	15 Minutes	Iloilo District Office (IDO)
2. Prepare for photo capturing/biometrics	2. Photo/biometrics capturing and encoding of the applicant's information	N/A	20 Minutes	ARP Counter (IDO)
3. Release claim stub and passport	3. Release of applicant's passport and claim stub with the Special Security Registration Number (SSRN)	N/A	5 Minutes	Releasing Counter
TOTAL:		N/A	40 Minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) Days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Iloilo Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to	1. Assess the fees and issue the Order of Payment Slip.	None	5 Minutes	Assessment Counter

2. Submit the OPS to the cashier/counter 4 for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended	10 Minutes per applicant	<i>Cashier</i>
TOTAL:		P 310 (if no violation of Sec. 10)	15 Minutes	

4. Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Iloilo Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)



Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty Days and beyond. 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Receiving Counter (IDO)		
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Receiving Counter (IDO)		
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate	Receiving Counter (IDO)		
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant		
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant		
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant		
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 Minutes	Receiving Counter (IDO)



2. Secure the Order of Payment Slip (OPS).	2. The assessor at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	5 Minutes	<i>Assessment Counter</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 Minutes	<i>Cashier</i>
4. Submit the Official Receipt (OR)	4. Staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Releasing Counter</i>
	4.1 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the ACO	None		<i>Staff-in-Charge (ECC)</i>
	4.2 Final review and approval	None	1 Day	<i>Alien Control Officer</i>
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Releasing Counter</i>
TOTAL:			3 Days, 18 Minutes	

5. Extension of Authorized Stay of Temporary Visitors

5.1. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 Day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Iloilo Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Receiving Counter (IDO) BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving Counter (IDO)</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 Minutes	<i>Receiving Counter (IDO)</i>
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working Day	<i>Receiving Counter (IDO)</i>

	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessment Counter (IDO)</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge IDO</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	1 hour	<i>Alien Control Officer</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge IDO</i>
	2.6 Review and sign the Order.	None	2 working Days	<i>Chief IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None	5 Minutes	<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working Days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to IRD for dissemination to support office	None	5 Minutes	<i>Staff-in-charge OCOM/IRD</i>
	2.10 Receives the Approved/Disapproved Order and Notify the applicant via email or contact number provided.	None	5 Minutes	<i>Staff-in-charge IDO</i>
3. Present the claim stub	3. Assess the fees.	None	10 Minutes	<i>Assessment Counter (IDO)</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 Minutes	<i>Assessment Counter (IDO)</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 Minutes	<i>Cashier IDO</i>



5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	<i>Implementer (IDO)</i>
	5.1 Enter the approval in the BI system.	None	5 Minutes	
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	<i>Releasing Counter (IDO)</i>
TOTAL:		<i>Total fees depends on number of months overstayed</i>	6 Days 2 Hours and 2 Minutes	

5.2. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Iloilo Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Receiving Counter / BI Website www.immigration.gov.ph/



2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving Counter</i>
	2. Issue the claim stub to applicant indicating the date of release.	None	5 Minutes	<i>Receiving Counter</i>
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working Days	<i>Receiving Counter</i>



2. Receive the claim stub	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessment Counter</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge IDO</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 Hours	<i>Alien Control Officer</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge IDO</i>
	2.6 Review and sign the Order.	None	3 working Days	<i>Chief IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working Days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to IRD for dissemination to subport	None	3 working Days	<i>Staff-in-charge OCOM</i>
	2.10 Receives the Approved/Disapproved Order and Notify the applicant via email or contact number provided.	None	30 Minutes	<i>Staff-in-charge IDO</i>
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Assessment Counter for assessment of Immigration Arrears.	None	5 Minutes	<i>Staff-in-charge IDO</i>
4. Proceed to Assessment Counter	4.1 Issue the Order of Payment Slip (OPS) for Immigration Arrears and other fees	None	5 Minutes	<i>Assessment Counter</i>



5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 Minutes	Cashier
6. Submit the OR.	6. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	Staff-in-charge IDO
	6.1 Enter the approval in the BI system	None	5 Minutes	
	6.2 Implement the visa extension	None	5 Minutes	Staff-in-charge IDO
7. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 Minutes	Staff-in-charge IDO
TOTAL		Total fees depends on number of months overstayed	11 Days 3 hrs and 22 Minutes	

**Schedule of Fees:
 REGULAR LANE**

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00



One (1) Month Extension after 59 Days of Stay <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	2,150.00
ii. 14-15 years of age	3,150.00
iii. 16 years above	3,400.00
Two (2) Months Extension after 59 Days of Stay <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	1,640.00
ii. 4-15 years of age	2,640.00
iii. 16 years above	2,890.00
APPLICATION TYPE	FEES (in Php)



1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
One (1) Month Extension after 59 Days of Stay <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	3,150.00
ii. 14-15 years of age	4,150.00
iii. 16 years above	4,400.00
Two (2) Months Extension after 59 Days of Stay <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	2,140.00
ii. 14-15 years of age	3,140.00
iii. 16 years above	3,390.00

6. Extension of Re-Entry Permit (RP), Extension of Special Return Certificate (SRC)

Extension of RP of ACR I-Card based registered aliens with permanent resident visa and Extension of SRC of ACR I-Card based registered aliens with temporary resident visa.

Office or Division:	Iloilo Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens who hold ACR I-Card with permanent resident visa or temporary resident visa, who departed for a temporary sojourn abroad but intend to return with expiring or expired RP or SRC.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF)	Applicant	
2. ACR I-Card (photocopy)		
3. Passport's Bio-page and latest departure		
4. Copy of Official Receipt of RP/SRC/ECC payment/s		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information,	None	5 Minutes	<i>Receiving Counter (IDO)</i>
2. Submit the filled-out application form and other documentary requirements	2. Receive the application, check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS).	None	10 to 15 Minutes	<i>Receiving Counter (IDO)</i>



3. Present the OPS to Cashier for payment	3. Issue the Official Receipt (OR).	For one (1) year: P2,010.00 (plus MR fees P510.00, if applicable);	10 Minutes	<i>Cashier</i>
		For six (6) months: P1,510.00 (plus MR fees P510.00, if applicable)		
4. Submit the application with OR.	4. Receive the application and endorse to the assigned Staff in Charge	None	5 to 10 Minutes	<i>Staff in Charge (IDO)</i>
	4.1 Write the valid extension period of RP/SRC on the OR.	None		<i>Staff in Charge (IDO)</i>
	4.2 Review; implement RP or SRC extension in the ACR I-Card system.	None	30 Minutes	<i>ACR Icard Counter</i>
5. Claim the document/s. (Extension of RP or SRC)	5. Release the original OR with notation of Extension of RP or SRC to subject. <i>Note:</i> Proof of release or applicant's receipt of the document recorded in the logbook.	None	15 Minutes	<i>Releasing Counter (IDO)</i>



	TOTAL	For one (1) year: P2,010.00 (plus MR fees P510.00, if applicable); For six (6) months: P1,510.00 (plus MR fees P510.00, if applicable)	1 hour, 25 Minutes	
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7. Provisional Work Permit (PWP)

The Provisional Work Permit (WP) is issued to a foreign national who engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.

Office or Division:	Iloilo Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.
CHECKLIST OF REQUIREMENTS	
1. Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company
2. Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph/ /Receiving COunter
3. Photocopy of Passport Bio-page and latest admission with valid authorized stay.	Applicant
WHERE TO SECURE	

<p>4. For Corporations or Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of Registration; b. Articles of Incorporation; c. General Information Sheet (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit 	<p>Applicant/Petitioner</p>
<p>5. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit; 	<p>Applicant/Petitioner</p>
<p>6. 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;</p>	<p>Applicant/Petitioner</p>
<p>7. Photocopy of petitioner's latest Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing</p>	<p>Applicant/Petitioner</p>
<p>8. A sworn declaration of the petitioning company operating in the Philippines;</p>	<p>Applicant/Petitioner</p>
<p>9. Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;</p>	<p>Applicant</p>
<p>10. Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and</p>	<p>Applicant</p>

11. In case of Consultant or Specialist a justification that despite their best efforts, no Filipino is able and willing to provide such consultancy or specialized service.	Applicant/Petitioner
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving Counter</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express) 3 Days (Regular)	<i>Assessment Counter (IDO)</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessment Counter (IDO)</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,040.00	10 Minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 Minutes	<i>Releasing Counter</i>
TOTAL		Php 4,040.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	7 Days	

8. 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:	Iloilo Immigration District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school	
2. Duly 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;	BI website or Receiving Counter (Iloilo Immigration District Office)	
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant	
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign	Petitioning school	
students, indicating the number of months (length of study) or the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;		
5. Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school	
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation	
7. BI Clearance Certificate.	Iloilo Immigration District Office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving Counter (Iloilo District Office-IDO)</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express) 3 Days (Regular)	<i>Receiving Counter (Iloilo District Office-IDO)</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessment Counter</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	10 Minutes	<i>Cashier</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 Minutes	<i>Implementer/Releasing Counter</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	1-2 Days	



	Regular	Php 3,740.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	3 Days	
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9. Special Work Permit (SWP)

The Special Work Permit (SWP) is issued to a foreign national who intend to work, engage in specific activities, or render services outside of an employment arrangement

Office or Division:	Iloilo Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)



Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 1. At least 25 years old at the time of the filling of the application. 2. Possessed Educational Attainment. 3. At least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business; and 4. Intend to work, engage in specific activities, or render services outside of an employment arrangement such as: <ol style="list-style-type: none"> a. Professional athletes, coaches, trainers and assistants; b. International performers with exceptional abilities. c. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; d. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; e. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; f. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; g. Foreign journalists practicing their profession or covering a specific event in the country; h. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; i. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); j. Religious missionaries and preachers; k. Commercial models and talents; l. Culinary specialists/Chefs; m. Professionals; and n. Consultants or specialists.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company
2. Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph/ /Iloilo Immigration District Office

<p>3. Photocopy of Passport Bio-page and latest admission with valid authorized stay.</p>	<p>Applicant</p>
<p>4. 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 (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit</p>	<p>Company</p>
<p>5. For Single Proprietorships, photocopies of the following: a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit;</p>	<p>Company/Applicant</p>
<p>6. Contract of Service, 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;</p>	<p>Company/Applicant</p>
<p>7. Board Resolution, if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and the latest GIS;</p>	<p>Company/Applicant</p>
<p>8. Photocopy of petitioner's latest Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>Company/Applicant</p>
<p>9. A sworn declaration of the petitioning company operating in the Philippines:</p>	<p>Company/Applicant</p>



10. Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;	Applicant
11. Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's- initial or final SWP and all documents submitted are genuine;	Company
12. Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and	Applicant
13. For Consultant or Specialist Position: Certified True Copy of Diploma of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and	Company/Applicant
14. For Consultant or Specialist Position: Certificate of Training, Course Completion or Resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.	Company/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving Counter</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express) 3 Days (Regular)	<i>Receiving Counter</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessment Counter</i>

3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 6,440.00 plus ACR I-Card Fee <i>USD 50.00</i> (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 5,440.00 plus ACR I-Card Fee <i>USD 50.00</i> (<i>BSP Forex Rate</i>)</p>	10 Minutes	<i>Cashier</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 Minutes	<i>Releasing Counter</i>
TOTAL	Express	Php 4,740.00 plus ACR I-Card Fee <i>USD 50.00</i> (<i>BSP Forex Rate</i>)	1-2 Days	
	Regular	Php 3,740.00 plus ACR I-Card Fee <i>USD 50.00</i> (<i>BSP Forex Rate</i>)	3 Days	

10. Conversion of visa to 13A, 13G, 9G, 9F

10.1. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Office or Division:	Iloilo Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen		
	Applicants must be nationals of the following countries		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela

	Germany	Nigeria (Female)	
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>1. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) 2. Applicant's passport including biographical data page, latest admission and valid authorized stay 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. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud 		<p>Receiving Counter or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Applicant</p> <p>Applicant and Petitioner</p>	



<p>the government</p> <ol style="list-style-type: none"> 6. Joint Letter addressed to the Commissioner from the applicant and petitioning Filipino Spouse. 5. Valid National Bureau of Investigation (NBI) Clearance 6. Bureau of Immigration Clearance Certificate 7. Bureau of Immigration Accreditation Identification (ID) card or certificate if filed through an accredited liaison officer, or Special Power of Attorney and valid government-issued ID card <p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) 2. Applicant's passport including biographical data page, latest admission and valid authorized stay 3. Proof of filiations with the principal 4. Valid National Bureau of Investigation (NBI) Clearance 5. Bureau of Immigration Clearance Certificate 	<p>National Bureau of Investigation Iloilo Immigration District Office Applicant and/or Petitioner</p> <p>Receiving Counter or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant/Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Iloilo Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original	Receives the visa application and	None	5 Minutes per	Staff in Charge- Visa Conversion



passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder for evaluation	original passport, and review the completeness of documentary requirements		application	
2. Submit Passport and Documents for Assessment of Fees	Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Assessment Counter</i>
3. Submits Order of Payment Slip and Payment of fees	Accepts payments and issues the official receipt	Refer to table below	10 Minutes per application	<i>Cashier (IDO)</i>
4. Proceed to Biometric Capturing	Captures the applicant's biometric information (photograph and fingerprint)	None	30 Minutes per applicant	<i>Biometric/ACR I-Card Counter</i>
	Drafts and signs Order and Endorsement of Application	None	1 Day	<i>Staff in Charge (IDO); Alien Control Officer</i>
	Endorse the application to Visa Task Force	None	30 Minutes	<i>Staff in Charge (IDO); VTF, BI Main Office</i>
	Visa Task Force to evaluate order and documents submitted, signs and forward the same to the Office of Board Secretary (OBS)	None	7 Days	<i>OBS, BI Main Office</i>
	OBS to schedule agenda for approval of the Board of	None	3 Day	<i>OBS, BI Main Office</i>
			None	3 Days

	Commissioner Publication of approved/denied visa application OBS to Transmit Approved/Disapproved order to Iloilo District Office IDO to contact applicants for implementation of approved Visa	None	1 Day	<i>OBS BI Main Office</i> <i>Iloilo Immigration District Office</i>
5. Presents Claim Stub and submits passport to IDO	Implementation of Approved Order	None	1 Day	<i>Iloilo Immigration District Office</i>
TOTAL		Refer to table below	16 Days, 1 hour and 20 Minutes	NOTE: All applications acted within 3 working Days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Main Office

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng	USD 50.00	USD 50.00	USD 50.00



Pilipinas on the Day of assessment)			
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10.2. Amendment to Section 13(A) Non-Quota Immigrant Visa (Probationary to Permanent)

Office or Division:	Iloilo Immigration District Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940		
	IMPORTANT: Applicant should be INSIDE the country at the time of filing of application		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) 2. Applicant's passport Including biographical data page, visa implementation page, and latest departure and arrival stamps 3. Joint letter request addressed to the Commissioner from the applicant and the Petitioning Filipino Spouse 4. Joint Affidavit of continuous cohabitation of applicant and the Petitioning Filipino Spouse 5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government 	<p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Iloilo Immigration District Office</p> <p>National Bureau of Investigation</p> <p>Iloilo Immigration District Office</p>	



<p>6. Valid National Bureau of Investigation (NBI) Clearance,</p> <p>7. Bureau of Immigration Clearance Certificate (1 original)</p> <p>8. Bureau of Immigration Accreditation Identification (ID) card or certificate if filed through an accredited liaison officer, or Special Power of Attorney and valid government-issued ID card of attorney-in-fact)</p> <p>B. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF)</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps</p> <p>3. Proof of filiations with the principal/petitioner</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance</p> <p>5. Bureau of Immigration Clearance Certificate</p>	<p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant Applicant National Bureau of Investigation</p> <p>Iloilo Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder for evaluation</p>	<p>Receives the visa application and original passport, and review the completeness of documentary requirements</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Staff in Charge- Visa Conversion</i></p>



2. Submit Passport and Documents for Assessment of Fees	Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Assessment Counter</i>
3. Submits Order of Payment Slip and Payment of fees	Accepts payments and issues the official receipt	Refer to table below	10 Minutes per application	<i>Cashier (IDO)</i>
4. Proceed to Biometric Capturing	Captures the applicant's biometric information (photograph and fingerprint)	None	30 Minutes per applicant	<i>Biometric/ACR Icard Counter</i>
	Drafts and signs Order and Endorsement of Application	None	1 Day	<i>Staff in Charge (IDO); Alien Control Officer</i>
	Endorse the application to Visa Task Force	None	30 Minutes	<i>Staff in Charge (IDO); VTF, BI Main Office</i>
	Visa Task Force to evaluate order and documents submitted, signs and forward the same to the Office of Board Secretary (OBS)	None	7 Days	<i>OBS, BI Main Office</i>
	OBS to schedule agenda for approval of the Board of Commissioner	None	3 Day	<i>OBS BI Main Office</i>
	Publication of approved/denied visa application	None	3 Days	<i>OBS BI Main Office</i>
			None	1 Day



	OBS to Transmit Approved/Disapproved order to Iloilo District Office			
	IDO to contact applicants for implementation of approved Visa			
5. Presents Claim Stub and submits passport to IDO	Implementation of Approved Order	None	1 Day	<i>Iloilo Immigration District Office</i>
TOTAL		Refer to table below	16 Days, 1 hour and 20 Minutes	NOTE: All applications acted within 3 working Days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Main Office

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

10.3. Conversion to Section 13(G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c)



intends to return to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Iloilo Immigration District Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to return to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old. Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
		Indonesia	
	Belgium	(Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden



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|-------------|------------------|---------------------|
| Denmark | Malta** | Switzerland |
| Ecuador | Marshall Islands | Thailand |
| Egypt* | Mexico | Trinidad and Tobago |
| El Salvador | Micronesia | Tunisia |
| Estonia | Monaco | Turkey |
| Finland | Montenegro | United Kingdom |
| Fiji | The Netherlands | Uruguay |
| France | New Zealand | USA |
| Gabon | Nicaragua | Venezuela |
| Germany | Nigeria (Female) | |

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals

**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form(CGAF) 2. Applicant's passport Including biographical data page, visa implementation page, and latest departure and arrival stamps 3. Letter request addressed to the Commissioner 4. Birth Certificate of the applicant 	<p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>



<p>2. Valid National Bureau of Investigation (NBI) Clearance,</p> <p>3. Bureau of Immigration Clearance Certificate</p> <p>B. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF)</p> <p>2. Dependent's passport including biographical data page, latest admission and valid authorized stay</p> <p>4. Proof of filiation with the principal/petitioner</p> <p>6. Valid National Bureau of Investigation (NBI) Clearance</p> <p>7. Bureau of Immigration Clearance Certificate</p>	<p>Iloilo Immigration District Office</p> <p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation Iloilo Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder for evaluation	1. Receives the visa application and original passport, and review the completeness of documentary requirements	None	5 Minutes per application	<i>Staff in Charge- Visa Conversion</i>
2. Submit Passport and Documents for Assessment of Fees	1. Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Assessment Counter</i>
3. Submits Order of Payment	Accepts payments and issues the	Refer to table	10 Minutes per	<i>Cashier (IDO)</i>



Slip and Payment of fees	official receipt		below application	
4. Proceed to Biometric Capturing	Captures the applicant's biometric information (photograph and fingerprint)		30 Minutes per applicant	<i>Biometric/ACR Icard Counter</i>
	Drafts and signs Order and Endorsement of Application		1 Day	<i>Staff in Charge (IDO); Alien Control Officer</i>
	Endorse the application to Visa Task Force		30 Minutes	<i>Staff in Charge (IDO); VTF, BI Main Office</i>
	Visa Task Force to evaluate order and documents submitted, signs and forward the same to the Office of Board Secretary (OBS)		7 Days	<i>OBS, BI Main Office</i>
	OBS to schedule agenda for approval of the Board of Commissioner		3 Day	<i>OBS BI Main Office</i>
	Publication of approved/denied visa application		3 Days	<i>OBS BI Main Office</i>
	OBS to Transmit Approved/Disapproved order to Iloilo District Office			
	IDO to contact applicants for the implementation of the Order		1 Day	<i>Iloilo Immigration District Office</i>
5. Presents Claim Stub and submit passport to IDO	Implementation of Approved Order	None	1 Day	<i>Iloilo Immigration District Office</i>



TOTAL	Refer to table below	16 Days, 1 hour and 20 Minutes	NOTE: All applications acted within 3 working Days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Main Office
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CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00

10.4. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Office or Division:	Iloilo Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) 2. Applicant's passport bio page, visa implementation page, and latest departure and arrival stamps 3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government 4. Joint letter request addressed to the Commissioner from the applicant and the petitioner 5. Photocopy of Employment Contract 6. Photocopy of petitioner's latest Income Tax Return (ITR) 7.1 For corporations or partnerships, photocopies of the following <ol style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of 	<p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p>
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<p>Registration</p> <p>b. Articles of Incorporation</p> <p>c. General Information Sheet</p> <p>7.2 For single proprietorships, photocopies of the following</p> <p>a. DTI Certificate</p> <p>b. Mayor's Permit</p> <p>8. Photocopy of Alien Employment Permit (AEP) issued by DOLE</p> <p>9. Notarized certification of number of foreign and Filipino employees from the petitioning company</p> <p>i. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) FOR Non-Immigrant Visa</p> <p>2. Dependent's passport including biographical data page, latest admission and valid authorized stay</p> <p>5. Proof of filiation with the principal/petitioner</p> <p>6. Bureau of Immigration Clearance Certificate</p>	<p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner Iloilo Immigration District Office</p> <p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner Iloilo Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other	Receives the visa application and original passport, and review the	None	5 Minutes per application	Staff in Charge- Visa Conversion



required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder for evaluation	completeness of documentary requirements			
2. Submit Passport and Documents for Assessment of Fees	Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Assessment Counter</i>
3. Submits Order of Payment Slip and Payment of fees	Accepts payments and issues the official receipt	Refer to table below	10 Minutes per application	<i>Cashier (IDO)</i>
4. Proceed to Biometric Capturing	Captures the applicant's biometric information (photograph and fingerprint)	None	30 Minutes per applicant	<i>Biometric/ACR Icard Counter</i>
	Drafts and signs Order and Endorsement of Application	None	1 Day	<i>Staff in Charge (IDO); Alien Control Officer</i>
	Endorse the application to Visa Task Force	None	30 Minutes	<i>Staff in Charge (IDO); VTF, BI Main Office</i>
	Visa Task Force to evaluate order and documents submitted, signs and forward the same to the Office of Board Secretary (OBS)	None None	7 Days	<i>OBS, BI Main Office</i>
	OBS to schedule agenda for approval of the Board of	None None	3 Day 3 Days	<i>OBS BI Main Office</i>



	Commissioner Publication of approved/denied visa application OBS to Transmit Approved/Disapproved order to Iloilo District Office IDO to contact applicants for implementation of approved Visa	None	1 Day	OBS BI Main Office Iloilo Immigration District Office
5. Presents Claim Stub and submits passport to IDO	Implementation of Approved Order	None	1 Day	Iloilo Immigration District Office
TOTAL		Refer to table below	16 Days, 1 hour and 20 Minutes	NOTE: All applications acted within 3 working Days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Main Office

10.5. Conversion to Pre-Arranged Employment (Non-Commercial) Visa – Section 9(G) missionary

Office or Division:	Iloilo Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<p>B. PRINCIPAL</p> <p>7. Duly accomplished Consolidated General Application Form(CGAF)</p> <p>8. Applicant's passport bio page, visa implementation page, and latest departure and arrival stamps</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government</p> <p>10. Letter request addressed to the Commissioner from the representative of the petitioner</p> <p>11. Certificate of Appointment or Assignment of applicant</p> <p>12. Photocopy of Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and General Information Sheet of the Petitioner</p> <p>13. Bureau of Immigration Clearance Certificate</p>	<p>Iloilo Immigration District Office Receiving Counter or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p> <p>Applicant and/or Petitioner</p>
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<p>i. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form(CGAF) FOR Non-Immigrant Visa 2. Dependent's passport including biographical data page, latest admission and valid authorized stay 3. Proof of filiation with the principal/petitioner 4. Bureau of Immigration Clearance Certificate 	<p>Applicant and/or Petitioner Applicant and/or Petitioner Iloilo Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder for evaluation	Receives the visa application and original passport, and review the completeness of documentary requirements	None	5 Minutes per application	<i>Staff in Charge- Visa Conversion</i>
2. Submit Passport and Documents for Assessment of Fees	Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Assessment Counter</i>
3. Submits Order of Payment Slip and Payment of fees	Accepts payments and issues the official receipt	Refer to table below	10 Minutes per application	<i>Cashier (IDO)</i>
4. Proceed to Biometric Capturing	Captures the applicant's biometric information (photograph and fingerprint)	None	30 Minutes per applicant	<i>Biometric/ACR Icard Counter</i> <i>Staff in Charge (IDO); Alien</i>



	Drafts and signs Order and Endorsement of Application	None	1 Day	<i>Control Officer</i>
	Endorse the application to Visa Task Force	None	30 Minutes	<i>Staff in Charge (IDO); VTF, BI Main Office</i>
	Visa Task Force to evaluate order and documents submitted, signs and forward the same to the Office of Board Secretary (OBS)	None	7 Days	<i>OBS, BI Main Office</i>
	OBS to schedule agenda for approval of the Board of Commissioner	None	3 Day	<i>OBS BI Main Office</i>
	Publication of approved/denied visa application	None	3 Days	<i>OBS BI Main Office</i>
	OBS to Transmit Approved/Disapproved order to Iloilo District Office	None	1 Day	<i>Iloilo Immigration District Office</i>
	IDO to contact applicants for implementation of approved Visa			
5. Presents Claim Stub and submits passport to IDO	Implementation of Approved Order	None	1 Day	<i>Iloilo Immigration District Office</i>
TOTAL		Refer to table	16 Days, 1 hour	NOTE: All applications acted



	below	and 20 Minutes	within 3 working Days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Main Office
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CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL/MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
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ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day

10.6. 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 and Medicine program at a duly accredited learning institution.

** 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:	Iloilo Immigration District Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>. 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal		Applicant/client & petitioning school	
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		BI website or Receiving Counter (Iloilo Immigration District Office)	
3. Photocopy of passport bio-page, latest admission with valid		Applicant/client & Bureau of Quarantine	



authorized stay and Bureau of Quarantine (BOQ) stamp;	
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
10. BI Clearance Certificate	Iloilo Immigration District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving Counter (Iloilo District Office)</i>

2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 Days (Express) 3-7 Days (Regular)	Staff in Charge- Iloilo District Office
	2.1 Issue the Order of Payment Slip (OPS).	None	10 Minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. USD 50.00 <i>(calculated accdng. To BSP Forex Rate on date of payment)</i> REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. USD 50.00 <i>(calculated accdng. To BSP Forex Rate on date of payment)</i>	10 Minutes	Cashier
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing	4. Process the capturing of subject's biometric information (photograph and fingerprint)	None	10 Minutes	ACR Icard Counter/Staff in Charge (IDO)



in the Official Receipt.				
	5.Prepare Order and endorsement letter			Staff in Charge (IDO)
	6.Send order to the Student Visa Section for final Evaluation and Approval			Staff in Charge (IDO)
	7.Approved/Disapproved Order			Student Visa Section
	8.Transmits Approved/Disapproved Order to Iloilo District Office			Student Visa Section
5.Submit the claim stub.	9.Implement the duly approved visa on subject's passport and release the passport with implemented visa and ACR I-Card.	None	15 Minutes	Implementors Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL:	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. USD 50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	3 Days	



	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. USD 50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	7 Days	
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LAOAG IMMIGRATION DISTRICT OFFICE EXTERNAL SERVICES



1. Issuance of Emigration Clearance Certificate (ECC) Series A

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		2/F Robinsons Place/ Counter 1
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2/F Robinsons Place/ Counter 1
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant
4. Passport Bio-page, Latest arrival stamp (1 photocopy each)		Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant
7. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	Assessor ARP Counter 1
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	Assessor ARP Counter 1
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	Refer to the Table of Fees below	3 Minutes	Cashier Cash Section Counter 3
4. Submit the Official Receipt (OR) and Approval	4.1 For Fingerprint Verification, Assessor/ECC Typist encodes and prints the ECC/CE for review of the ACO.	None	10 Minutes	Assessor/ ECC Typist
None	4.2 Final review and approval	None	10 Minutes	Alien Control Officer
5. Releasing	5. Releases the approved ECC/CE	None	3 Minutes	Receiving/Releasing Staff Window 2
	TOTAL:	Refer to the Table of Fees below	51 Minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)
ACR Fee (PHP 1,000) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)
Express Lane Fee (PHP 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (PHP 500)
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



2. Tourist Visa Extension (TVV)

2.1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form		Applicant
2. Passport of the applicant (original)		Applicant
3. Bio-page of the passport and latest arrival stamp (1 photocopy)		Applicant
<i>Additional requirements per visa category:</i>		
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable		Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport	1. Review the completeness of application	None	5 Minutes	Assessors Counter 1
	1.1 Check the derogatory record	None	15 Minutes	Assessors

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and other supporting documents.	<p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>			Counter 1
None	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessors Counter 1
1.3 Secure the Order of Payment Slip (OPS).	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors Counter 2
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	<p>Express Lane: PHP 3,130 w/ valid visa PHP 4,140 w/ expired visa</p> <p>Regular Lane: PHP 2,130 w/ valid visa</p>	10 Minutes	<i>Cashier</i> Cash Section Counter 3
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Counter 2
None	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Counter 2
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	<i>Staff-in-charge</i> Counter 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	Staff-in-charge Counter 1
TOTAL if processed under Express Lane		PHP 3,130 PHP 4,140 w/ expired visa	1 hour and 2 Minutes	
TOTAL if processed under Regular Lane		PHP 2,130	working days	



3. Special Work Permit

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreigners who are planning short-term assignments or employment for up to six months	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Principal Applicant		
1. Letter-request addressed to the Commissioner from the Petitioning company	Applicant	
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);	BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/	
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant	
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	Applicant	



<p>5. Submit the following documents for the particular positions (if applicable):</p> <ul style="list-style-type: none"> a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following: <ul style="list-style-type: none"> i. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment) ii. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; 	<p>Applicant</p>
<p>(To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <ul style="list-style-type: none"> b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC). 	
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901, 1902, 1904, AEP with TIN)</p>	<p>Applicant</p>
<p>7. BI Clearance Certificate</p>	<p>2F Robinsons Place Counter 1</p>
<p>B. Petitioner/Company</p>	
<p>1. Letter-request addressed to the Commissioner from the Petitioning company</p>	<p>Petitioner/Company</p>



<p>2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)</p>	<p>BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/</p>
<p>3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay</p>	<p>Applicant</p>
<p>4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;</p>	<p>Petitioner/Company</p>
<p>5. Submit the following documents for the particular positions (if applicable):</p> <ul style="list-style-type: none"> a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following: <ul style="list-style-type: none"> i. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized 	<p>Petitioner/Company</p>
<ul style="list-style-type: none"> ii. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business). b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC). 	



6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901, 1902, 1904, AEP with TIN)	Applicant
7. BI Clearance Certificate	2F Robinsons Place Counter 1

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirements	1. Evaluation of documents. Check for Derogatory Records	None	30 Minutes	Assessor Counter 1
2. Secure assessment of fees	2. Assess the applicable fees.	See Table	5 Minutes	Cashier Counter 3
None	3. Preparation of Special Work Permit a. Typing of SWP; b. Proofread checking; c. Review of documents	None	30 Minutes	Assessor Counter 1
None	4. For approval	None	15 Minutes	Alien Control Officer
5. Receive	5. Release Special Work Permit.	None	5 Minutes	Counter 2
TOTAL:		PHP 6,440.00	1 hour and 25 Minutes	



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Counter 1	1. Assess the fees and issue the Order of Payment Slip.	None	5 Minutes	Registration Officer/s Counter 2
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: PHP 300 Legal Research Fee (LRF): PHP 10 Note: Admin fine of 200/month but not exceeding of PHP 2,000 per year and MR fee amounting to	10 Minutes per applicant	Cashier Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended		
TOTAL:		PHP 310 (if no violation of Sec. 10)	15 Minutes	



5. 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:	Laoag Immigration District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant
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 applicants below 18 years of age;		Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;		Petitioning school



National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	15 Minutes	<i>Receiving staff/officer</i> Counter 1
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	30 Minutes	<i>Evaluation Officer</i> <i>Data entry staff/</i> <i>officer</i> Counter 2
None	3. Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessors</i> Counter 1
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 5,240.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate) REGULAR: PHP 3,740.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	5 Minutes	<i>Cashier</i> Counter 3



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive.	5. Release of passport, and copy of permit to applicant.	None	10 Minutes	<i>Implementer</i> Counter 2
TOTAL	Express	PHP 5,240.00 plus ACR I-Card Fee USD 50.00 <i>(BSP Forex Rate)</i>	1 hour and 10 Minutes	
	Regular	PHP 3,740.00 plus ACR I-Card Fee USD 50.00 <i>(BSP Forex Rate)</i>	7 days	



6. Boarding Vessel
6.1. Arrival Formalities

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document		Concerned issuing authority
2. Valid Seaman's Book		Concerned issuing authority
Additional Requirements (If applicable)		Philippine Foreign Service Post, BI
3. Valid visaed crew list (9c) for foreign crew		
4. Notice of Arrival (48 hours before the arrival of the vessel)		Shipping line
5. Arrival Crew list		Shipping line
6. Voyage Memo		Shipping line
7. Ships Particular		Shipping Line
8. NIL list		Shipping line
9. Letter of explanation (if no visaed crew list)		Master of the Vessel
Additional Requirements (if applicable)		
1. Passenger Manifest		Shipping Line
2. Manifest of Disembarking passengers		Shipping Line
3. Manifest of embarking passengers		Shipping Line
4. List of Signing off crew members (if applicable)		Shipping Line
5. List of signing on crew members (if applicable)		Shipping Line
6. Shore Pass		Immigration Boarding Officer
7. Departure cards (Filipino passengers/crew) - Cruise Ship		Immigration Boarding Officer
8. Arrival cards (Foreign passenger/crew) - Cruise Ship		Immigration Boarding Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NOA (Notice of Arrival), with crew list, NIL list, Ships particular and voyage memo 48 hours before the arrival vessel	1. Receive and assess pertinent documents from the foreign vessel. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations. 1.2 Check derogatory records/active alerts	None	2 Minutes/pax	<i>Immigration Officer</i>
2. Submit visa crew list	2. Assessment of fees and issuance of Manual Official Receipt	100.00/crew visa crew list 10.00/crew LRF 500/express lane fee/ vessel	10 Minutes	Bureau of Immigration Assessor and Cashier
3. The master presented all the necessary documents of the vessel such as: a. NOA b. Ships particular c. NIL List d. Voyage Memo e. Crewlist f. Passport g. Seaman's book	3. Conducting boarding formalities a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. c. Ask the master if there are any signing-in and signing-off and other	None	1 Hour and 30 Minutes	Immigration Boarding Officer and Boarding Assistant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
h. Departure Clearance (from local port)	relevant matters. d. Check the cabins and other rooms if there are stowaways e. Conclusion of boarding formalities.			
4. The master advised the Immigration through the agent that a crew needs medical attention.	4. Issuance of shore pass and monitoring of the vessel during her entire stay in the port.	None	continuing	Immigration Boarding Officer and Boarding Assistant
5. The master advised Immigration through the agent the departure of the vessel	5. Issuance of departure clearance to the master of the vessel Ask the master if there are changes of the crew's manifest due to signing- in and signing-off.	None	10 Minutes	Immigration Boarding Officer and Boarding Assistant
	TOTAL	None		



6.2. Departure Formalities/Immigration Port Clearance

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Laoag Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen – (G2C)	
Who may avail:	Departing Foreign vessels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ seaman's book		Concerned issuing authority
2. Embarking crew list		Shipping Line
3. Departure crew list		Shipping Line
4. Embarking passenger manifest (Cruise Ship)		Shipping Line
5. Departing Passenger Manifest (Cruise Ship)		Shipping Line
6. Voyage Memo for next port		Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations. 1.2. Check derogatory records/active alerts.	None	15 seconds	Immigration Officer
2. Issuance of Port Clearance	2. Inspection of the Vessel prior to departure; all crew members are accounted for.	None	2 Minutes	Immigration Officer
	TOTAL			



7. Petition for Retention/Re-Acquisition of Philippine Citizenship under RA 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Laoag Immigration District Office
Classification:	Highly technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Natural born citizens of the Philippines who: <ul style="list-style-type: none"> i. were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and ii. those who become foreign citizens after the effectivity of RA 9225

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished application form (BI Form 2014-01-004 Rev 1)	Bureau of Immigration's (BI) website and/or Dual Citizenship Office
Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	Applicant
Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer. If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following: <ul style="list-style-type: none"> a. Two (2) Original copies of Oath of Allegiance taken before any person duly authorized to administer oath; and b. Affidavit of Justification or Explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer. 	Dual Citizenship Office Notary Public Notary Public
Original Copy of proof as natural-born Philippine Citizen: <ul style="list-style-type: none"> a. Philippine Birth Certificate; b. Cancelled Philippine Passport (to be placed in an envelope); c. Voter's Identification Card; d. Philippine Marriage Certificate indicating the Philippine Citizenship of the Petitioner); or e. Any other Philippine-issued official document proving natural- 	<ul style="list-style-type: none"> a. Philippine Statistics Authority b. Applicant c. COMELEC and/or Applicant d. Philippine Statistics Authority e. Issuing office and/or Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>born citizenship.</p>	
<p>Original and photocopy of valid foreign passport</p>	<p>Applicant</p>
<p>Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language or, an Affidavit stating how and when foreign citizenship was acquired.</p>	<p>Applicant Notary Public</p>
<p>For BI-Registered Aliens:</p> <p>Original ACR I-Card or Alien Certificate of Registration; and/or</p> <p>Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV).</p> <p>Please Submit an Affidavit of Loss if (a) and/or (b) are lost.</p>	<p>a. Applicant b. Applicant Notary Public</p>
<p>In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign passport's machine-readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:</p> <p>Affidavit of one and the same person executed by the applicant acknowledging all obligations, responsibilities and liabilities under all names and an explanation on the discrepancies; and</p>	<p>a. Notary Public</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Substantial proof on how the applicant acquired the varied name/s such as but not limited to: <ol style="list-style-type: none"> i. Marriage Certificate; ii. Annotation in the passport or Birth Certificate of varied name; iii. Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document; iv. Annotation in the Certificate of Naturalization or Citizenship of the varied names; or v. Philippine-issued official document indicating varied names. 	b(i).Philippine Statistics Authority b(ii).Philippine Statistics Authority and/or Applicant b(iii).Issuing office and/or Applicant b(iv).Issuing office and/or Applicant b(v).Issuing office and/or Applicant
FOR EACH DEPENDENT CHILD	
Duly accomplished Supplement for Dependent form (BI Form 2014-01-006 Rev 1)	BI website and Dual Citizenship Office
Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	Applicant
Photocopy of Birth Certificate of Dependent Child	Philippine Statistics Authority and/or Client
Photocopy of valid foreign passport bio-page of Dependent Child	Applicant
For Dependent Child who are BI-Registered Aliens: Original ACR I-Card or Alien Certificate of Registration; and/or Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss, to be executed by the principal, if (a) and/or (b) are lost.	Applicant Applicant Notary Public
<i>*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements; b. Complete all the required documents.	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	Staff
2. Submit the application folder for pre-evaluation at the Public Information Assistance Unit.	2. Assess the completeness of submitted documents and endorse the application for payment	None	If complete, within 12 Minutes	Staff
3. Proceed to counter 1 and present Foreign Passport and application folder	3. Assess and generate Order of Payment Slip (OPS).	None	12 Minutes	Assessor Counter 1
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Regular: Principal PHP 3,010.00 Dependent PHP 1,760.00 Express: Principal PHP 3,010.00 Dependent PHP	10 Minutes	Cashier Cash Section/ Counter 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1,760.00		
5. Proceed to counter 2 for submission of application folder with the Official receipts	5. Receive the application folder.	None	12 Minutes	Staff Counter 2
6. Present the OR and take the Oath of Allegiance.	6. Administer the Oath of Allegiance	None	5 Minutes	Dual Citizenship Office
7. For releasing of certificate, the applicant has two options: a. Personally claim the certificate by presenting the Official Receipts, and valid ID; or b. Have a representative to claim the certificate by presenting Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	7. Release applicant's copy of Order granting Petition for Dual Citizenship, Oath of Allegiance, and Certificate of Re-acquisition or Retention of Philippine Citizenship	None	20 Minutes	Dual Citizenship Office
TOTAL:		Regular: Principal PHP 3,010.00 Dependent PHP 1,760.00	40 working days	
		Express: Principal PHP 3,010.00 Dependent PHP 1,760.00	Up to 20 working days	





8.1. School Accreditation of Separate Campus/Branch (Private, ESL)

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 student.

Office or Division:	Laoag Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs; and Certificates of (TESDA) accredited courses and program		CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records
7. Pictures of buildings, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records
8. Latest valid Business Permit		LGU
9. Latest valid Sanitary Permit		LGU
10. Latest valid Fire Safety Inspection Certificate		LGU
11. Trainers Methodology Certificate/ TESOL Certificate		TESOL Philippines/ TESDA



12. Copy of Certificate of Authority to Accept Foreign Students of Main/Primary Branch	Applicant School
13. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff/Officer Counter 1</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer Data entry staff/ officer Counter 2</i>
None	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to10 Minutes	<i>Assessors Window 2, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 50,510.00 REGULAR: PHP 50,510.00	5 to10 Minutes	<i>Cashier Window 1, student visa section, 2nd floor, Civic Center Building C, Quezon City Hall complex</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report.	None	1-3 Months (Express or Regular)	<i>Inspection Officer</i> 2F Robinsons Place, San Nicolas, Ilocos Norte
	*Schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors			
5. Present the notice of payment	5. Issue Order of Payment Slip for Accreditation fee.	None	5 to 10 Minutes	<i>Assessors</i> Window 2, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: PHP 50,510.00 REGULAR: PHP 50,510.00	5 to 10 Minutes	<i>Cashier</i> Window 1, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
7. Present the Official Receipt/Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	5 Minutes	<i>Implementors</i> Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	PHP 50,510.00	1-2 months	
	Regular	PHP 50,510.00	3 months	





8.2. School Accreditation of Separate Campus/Branch (Private, NON-ESL)

Authorization and accreditation of other branches/ campuses 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:	Laoag Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws	School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines
4. List of and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program/ Aviation Training Organization Certificate (ATOC) from Civil Aviation Authority of the Philippines (CAAP)/ Department of Health (DOH) accredited courses and programs;	CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School records
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers,	School records



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
fire exits and CCTV cameras for all floors;	
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU
10. Latest Fire Safety Inspection Certificate	LGU
11. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch	Applicant School
12. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	<i>Evaluation Officer</i> <i>Data entry staff/officer</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 Minutes	Assessors Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 10,510.00 REGULAR: PHP 10,010.00	10 Minutes	Cashier Window 1, student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall complex
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report. *Schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors	None	1-3 months (Express or Regular)	Inspection Officer 2F Robinsons Place, San Nicolas, Ilocos Norte
5. Present the notice of payment	5. Issue Order of Payment Slip for Accreditation fee.	None	10 Minutes	Assessors Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: PHP 10,510.00 REGULAR: PHP 10,010.0	10 Minutes	Cashier Window 1, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Complex</i>
7. Present the Official Receipt/Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	5 Minutes	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>
TOTAL	Express	PHP 10,510.00	1-2 months	
	Regular	PHP 10,010.00	3 months	



8.3. School Accreditation of Separate Campus/Branch (Public)

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:	Laoag Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;		1. School records/ Securities and Exchange Commission
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);		2. National Network of Quality Assurance Agencies
3. List of and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Department of Health (DOH) accredited courses and programs;		3. CHED, DepEd, or DOH
4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		4. School records
5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		5. School records
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		6. School records
7. Latest Sanitary Permit		7. LGU
8. Latest Fire Safety Inspection Certificate		8. LGU
9. BIR Certificate of Registration		9. BIR
10. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch		10. Applicant School



11. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the	11. Applicant School
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Chief of the Student Visa Section	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	<i>Evaluation Officer</i> <i>Data entry staff/officer</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to10 Minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 10,510.00 REGULAR: PHP 10,010.00	5 to10 Minutes	Cashier Window 1, student visa section, 2 nd floor, Civic Center Building C, Quezon City Hall complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*Schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	1-3 months (Express or Regular)	<i>Inspection Officer</i> 2F Robinsons Place, San Nicolas, Ilocos Norte
5. Present the notice of payment	5. Issue Order of Payment Slip for Accreditation fee.	None	10 Minutes	Assessors Window 2, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: PHP 10,510.00 REGULAR: PHP 10,010.00	10 Minutes	<i>Cashier</i> Window 1, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
7. Present the Official Receipt/Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	5 Minutes	<i>Implementors</i> Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	PHP 10,510.00	1-2 Months	
	Regular	PHP 10,010.00	3 Months	



9. Alien Registration Program

Office or Division:	Laoag Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals extending their stay in the Philippines beyond fifty-nine (59) days	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Alien Registration Program Form (BI Form 2014-08-019 Rev 0)		Laoag Immigration Field Office c/o Security Guard Assigned/BI-Laoag Public Information Assistance/BI Website www.immigration.gov.ph
2. Original Passport with photocopies of passport bio-page, latest admission and visa implementation page		Applicant
3. 1-piece 2x2 colored photograph with white background and must be taken within the last three (3) months from the date of application (Computer generated or photocopied picture is not acceptable)		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out BI Form 2014-98-019 Rev 0/ARP Form and other documentary requirements to Window 1	1. Check/evaluate the Form 2014-08-019 Rev 0/ARP Form if all required entries are properly/correctly filled out	None	10 Minutes	Staff-in-charge Window 1
2. Prepare for photo capturing/biometrics	2. Photo capturing/biometrics and encoding of the applicant's information	None	20 Minutes	Staff-in-charge
3. Release ARP claim stub and passport	3. Releasing of applicant's passport and ARP claim stub with the Special Security Registration Number (SSRN)	None	5 Minutes	Staff-in-charge



	TOTAL	None	35 Minutes to 1 Hour (depending on the network connectivity connected to the ARP System)
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LEGAZPI IMMIGRATION DISTRICT OFFICE

EXTERNAL SERVICES



1. ACR I-card Issuance, Reissuance and Renewal
1.1. Issuance of ACR I-Card (New)



Office or Division:	Legazpi Immigration District Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2). TRV (Temporary Resident Visa); (4) 13A Probationary; (5) 13A-Amendment to Permanent;(6) 13G;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/		
2. Photocopy of passport bio page, visa implementation page and latest admission (1 Copy each)		Applicant		
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub).	1 Final review of ACR I-Card Application upon receipt of CGAF.	None	2 minutes	Staff Window 1 BI-Legazpi District Office
	1.1 Encode and prepare a transmittal letter of the reviewed CGAF to the ARD.	None	1 minute	Staff Window 2 BI-Legazpi District Office



	1.2 Signing of the transmittal letter.	None	2 minutes	<i>Alien Control Officer</i> BI-Legazpi District Office
	1.3 Verify, approve, and sort ACR I-Card application based on the approved BOC agenda.	None	10 - 14 working days	<i>Chief</i> ARD Main Office
	1.4 Print the ACR I-Card.	None		<i>Staff</i> Window 43 (Data Trail) Main Office
	1.5 Send the ACR I-Card to Legazpi Immigration District Office.	None		<i>Staff</i> Alien Registration Division (ARD) Windows 3 or 4 Main Office
	1.6 Receive ACR I-Cards from the courier.	None	5 minutes	<i>Staff</i> Window 1 BI-Legazpi District Office
	1.7 Inform the client ACR I-card is ready for pick-up.	None	5 minutes	<i>Staff</i> Window 3 BI-Legazpi District Office
	1.8 Release the ACR I-Card.	None	5 minutes	<i>Immigration Officer</i> Window 4 BI-Legazpi District Office
	TOTAL	None	14 working days and 20 minutes	



1.2. Issuance of ACR I-Card (Renewal/Extension)

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Office or Division:	Legazpi Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
2. Photocopy of passport bio page, visa implementation page and latest admission (1 Copy each)		Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		Cashier
For Lost ACR I-Card:		
A. Affidavit of Loss (1 Copy)		A. Notary Public
B. Police Report on Loss of ACR I-Card		B. PNP
For Amendment of the following:		
A. Name -Court Order (if applicable) (1 Copy)		A. Court



B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)	B. Court
C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree)(1 Copy)	C. Report of marriage where the marriage took place
D. Address -Certificate of Residence from the Barangay Captain (1 Copy)	D. Office of the Barangay



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1 Final review of ACR I-Card Application upon receipt of CGAF.	None	2 minutes	Staff Window 5 BI-Legazpi District Office
	1.1 Encode and prepare a transmittal letter of the reviewed CGAF to the ARD.	None	1 minute	Staff Window 2 BI-Legazpi District Office
	1.2 Signing of the transmittal letter.	None	2 minutes	Alien Control Officer BI-Legazpi District Office
	1.3 Verify, approve, and sort ACR I-Card application based on the approved BOC agenda.	None	10 - 14 working days	Chief ARD Main Office
	1.4 Print the ACR I-Card.	None		Staff Window 43 (Data Trail) Main Office
	1.5 Send the ACR I-Card to Legazpi Immigration District Office.	None		Staff Alien Registration Division (ARD) Windows 3 or 4 Main Office



	1.6 Receive ACR I-Cards from the courier.	None	5 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	1.7 Inform the client ACR I-card is ready for pick-up.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub).	1.8 Release the ACR I-Card.	None	5 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	TOTAL	None	14 working days and 20 minutes	

1.3. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) permanent resident visa (except native-born visa),
- (ii) temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Alien holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
2. Original ACR I-Card		Applicant
3. Photocopy of passport bio page, visa implementation and latest admission with valid authorized stay.		Applicant



<p>4. Additional Requirements:</p> <p>A. Letter request for early renewal or explanation for late renewal</p> <p>B. For a Lost ACR I-Card:</p> <ul style="list-style-type: none"> (i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application <p>C. For Amendment/s:</p> <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (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 ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) Official document proving change of citizenship/nationality (e.g. passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality ▪ Civil Status: <ul style="list-style-type: none"> (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) (ii) Affidavit of Change of Civil Status 	<ul style="list-style-type: none"> (A) Applicant (B) Lost ACR I-Card <ul style="list-style-type: none"> (i) Applicant (ii) Applicant, notary service available outside of Bureau (iii) nearest Police Station where lost occurred. (iv) ARD Fingerprint Section (ARD-FS) C. Amendment/s <ul style="list-style-type: none"> ▪ Name/DOB: <ul style="list-style-type: none"> (i) Issuing Court (ii) PSA (iii) Applicant, notary service available outside of Bureau (iv) ARD Fingerprint Section ▪ Citizenship/Nationality: <ul style="list-style-type: none"> (i) Applicant (ii) Applicant, notary service available outside of Bureau ▪ Civil Status: <ul style="list-style-type: none"> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) from applicant, notary service available outside of Bureau
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<p>▪Address: (i)Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii)Affidavit of Change of Address</p> <p>D. For a Damaged ACR I-Card: (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport bio page and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>		<p>▪Address: (i)LGU of applicant's place of residence (ii)Applicant, notary service available outside of Bureau</p> <p>D. Damaged ACR I-Card: (i)from applicant (ii)Cashier (iii) From applicant</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Secure the checklist of requirements and application form.</p>	<p>1. Provide the applicant with the checklist of requirements, application form and general registration information.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff Window 5 BI Legazpi District Office</i></p>
<p>2. Submit the filled-out application form and documentary requirements.</p>	<p>2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS)</p> <p>2.1 Advise re-registration applicants to return to CS Registration Officer after payment of fees.</p> <p>2.2 Sign the Checklist of Requirements.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>
<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>See table below</p>	<p>10 minutes</p>	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
<p>4. Proceed to the capturing of biometric information.</p>	<p>4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff Window 1 BI Legazpi District Office</i></p>
<p>5. Submit the application for blocking of ACR I-Card.</p>	<p>5. Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Staff Window 2 BI Legazpi District Office</i></p>



	5.1 Review the application and prepare the transmittal letter with complete attachments.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	5.2 Approval by the Chief and signing of the transmittal letter.	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	5.3 Recording of the transaction and sending of the complete application through mail to the ARD.	None	3 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	TOTAL		1 hour and 8 minutes	

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A	For Lost ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE-(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	with Amendment/s: ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	P 1,010.00 P200.00 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>
E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P200.00 P2,400.00



F	ACR Replacement fee every ten years (for adult)	P1,510.00
	A-Cert fee (for minor)	P1,010.00

2. Admission

2.1. Amendment of Admission

It is a procedure of changing the appropriate admission of foreign nationals who have visa statuses other than 9(a) visa but failed to present the required documentation upon admission.

Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with incorrect admission
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Present: 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	Applicant



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	3 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	2. Check the Derogatory records.	None	10 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	3. Preparation of the endorsement letter.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	4. Review and signing of the endorsement letter addressed to the Chief, Immigration Regulation Division.	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	5. Preparation of the application and endorsement letter to be sent through mail to Immigration Regulation Division.	None	3 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	6. Approval/Disapproval of the application by IRD Chief.	None	3 - 5 working days	<i>Immigration Regulation Division – Main Office</i>

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	7. Transmit thru mail the Approved or disapproved application to Legazpi Immigration District Office by Immigration Regulation Division.	None		<i>Immigration Regulation Division – Main Office</i>
	8. Notify the applicant via email or contact number provided.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	9. Receives the original passport. 9.1 Releases the passport to the applicant.	None	5 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL:			5 working days and 38 minutes	

2.2. Correction of Admission

It is a procedure of changing the erroneous admission made in the ports to the appropriate admission status.

Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with erroneous admission
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant

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2. Valid original passport	Applicant
3. Present: 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	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	3 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	2. Check the Derogatory records.	None	10 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	3. Preparation of the endorsement letter.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	4. Review and signing of the endorsement letter addressed to the Chief, Immigration Regulation Division.	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	5. Preparation of the application to be sent through mail to Immigration Regulation Division.	None	3 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	6. Approval/Disapproval of the application by IRD Chief.	None	3 - 5 working days	<i>Immigration Regulation Division – Main Office</i>

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	7. Transmit thru mail the Approved or disapproved application to Legazpi Immigration District Office by Immigration Regulation Division.	None		<i>Immigration Regulation Division – Main Office</i>
	8. Notify the applicant via email or contact number provided.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	9. Receives the original passport. 9.1 Releases the passport to the applicant.	None	5 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL:			5 working days and 38 minutes	

2.3. Failed to Check (No Stamp and No Encoding)

Stamping and encoding of admission of those who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure was not encoded in the Bureau's Information System.

Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is not encoded in the Bureau's Information System.

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Original copy of vessel certification of actual boarding in a voyage or airline certification of actual boarding in a flight, with authenticated copy of passenger manifest	Shipping Company/Airline Company
4. Other supporting documents (used boarding pass, flight itinerary/ticket etc.)	Applicant

BUREAU OF IMMIGRATION
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	3 minutes	Staff Window 3 BI Legazpi District Office
	2. Check the Travel and Derogatory records.	None	10 minutes	Staff Window 1 BI Legazpi District Office
	3. Preparation of the endorsement letter.	None	10 minutes	Staff Window 3 BI Legazpi District Office
	4. Review and signing of the endorsement letter addressed to the Chief, Immigration Regulation Division.	None	5 minutes	Alien Control Officer BI Legazpi District Office
	5. Preparation of the application to be sent through mail to Immigration Regulation Division.	None	3 minutes	Staff Window 1 BI Legazpi District Office
	6. Approval/Disapproval of the Order by IRD Chief and Commissioner.	None	3 - 5 working days	Immigration Regulation Division – Main Office Commissioner's Office – Manila



	7. Transmit thru mail the Approved or disapproved application to Legazpi Immigration District Office by Immigration Regulation Division.	None		<i>Immigration Regulation Division – Main Office</i>
	8. Notify the applicant via email or contact number provided.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	9. Receives the original passport. 9.1 Releases the passport to the applicant.	None	5 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL:			5 working days and 38 minutes	

2.4. Failed to Encode (With Stamp)

Encoding of the admission status in Bureau's Information System.

Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was stamped by the Primary Inspector and his/her arrival/departure is not encoded in the Bureau's Information System.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

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1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Original copy of vessel certification of actual boarding in a voyage or airline certification of actual boarding in a flight, with authenticated copy of passenger manifest	Shipping Company/Airline Company
4. Other supporting documents (used boarding pass, flight itinerary/ticket etc.)	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	3 minutes	Staff Window 3 BI Legazpi District Office
	2. Check the Travel and Derogatory records.	None	10 minutes	Staff Window 1 BI Legazpi District Office
	3. Preparation of the endorsement letter.	None	10 minutes	Staff Window 3 BI Legazpi District Office
	4. Review and signing of the endorsement letter addressed to the Chief, Immigration Regulation Division.	None	5 minutes	Alien Control Officer BI Legazpi District Office
	5. Preparation of the application to be sent through mail to Immigration Regulation Division.	None	3 minutes	Staff Window 1 BI Legazpi District Office



	6. Approval/Disapproval of the Order by IRD Chief and Commissioner.	None	3 - 5 working days	<i>Immigration Regulation Division – Main Office</i> <i>Commissioner’s Office – Manila</i>
	7. Transmit thru mail the Approved or disapproved application to Legazpi Immigration District Office by Immigration Regulation Division.	None		<i>Immigration Regulation Division – Main Office</i>
	8. Notify the applicant via email or contact number provided.	None	2 minutes	<i>Staff Window 1</i> <i>BI Legazpi District Office</i>
	9. Receives the original passport. 9.1 Releases the passport to the applicant.	None	5 minutes	<i>Staff Window 5</i> <i>BI Legazpi District Office</i>
TOTAL:			5 working days and 38 minutes	

2.5. Failed to Stamp (Encoded)

Stamping of admission to the applicant’s passport who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is encoded in the Bureau’s Information System.

Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction



Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Foreign or Filipino nationals who claimed to have arrived to or departed from the country whose passport was not stamped by the Primary Inspector and his/her arrival/departure is encoded in the Bureau's Information System.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	3 minutes	Staff Window 3 BI Legazpi District Office
	2. Check the Derogatory records.	None	10 minutes	Staff Window 1 BI Legazpi District Office
	3. Preparation of the endorsement letter.	None	10 minutes	Staff Window 3 BI Legazpi District Office
	4. Review and signing of the endorsement letter addressed to the Chief, Immigration Regulation Division.	None	5 minutes	Alien Control Officer BI Legazpi District Office
	5. Preparation of the application to be sent through mail to Immigration Regulation Division.	None	3 minutes	Staff Window 1 BI Legazpi District Office



	6. Approval/Disapproval of the Order by IRD Chief and Commissioner.	None	3 - 5 working days	<i>Immigration Regulation Division – Main Office</i> <i>Commissioner’s Office – Manila</i>
	7. Transmit thru mail the approved or disapproved application to Legazpi Immigration District Office by Immigration Regulation Division.	None		<i>Immigration Regulation Division – Main Office</i>
	8. Notify the applicant via email or contact number provided.	None	2 minutes	<i>Staff Window 1</i> <i>BI Legazpi District Office</i>
	9. Receive the original passport. 9.1 Releases the passport to the applicant.	None	5 minutes	<i>Staff Window 5</i> <i>BI Legazpi District Office</i>
TOTAL:			5 working days and 38 minutes	

3. Alien Registration Program (ARP)



Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national whose stay will exceed fifty-nine (59) days should secure extensions of stay with the Bureau of Immigration
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Alien Registration Program Form (1 Copy)	Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
2. Photocopy of passport bio page, visa implementation page and latest admission (1 Copy each)	Applicant
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (2 pieces)	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application form.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
2. Appear for the biometrics capturing.	2. Conduct the photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	3. Issuance of Special Security Registration Number (SSRN).	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
TOTAL:			15 minutes	

4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

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Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements.	1. Check system records upon receipt of original ACR I-Card and passport.	None	3 minutes	Staff Window 2 BI Legazpi District Office
	2. Find a master card in the filing cabinet. For the first time as an annual reportee, he must fill out the master card properly.	None	3 minutes	Staff Window 1 BI Legazpi District Office
	3. Photo capturing of the applicant.	None	2 minutes	Staff Window 5 BI Legazpi District Office
	4. Assess the fees and issue the Order of Payment Slip.	None	2 minutes	Staff Window 5 BI Legazpi District Office



2. Submit the OPS to the cashier for payment	5. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	2 minutes	Immigration Officer Window 6 BI Legazpi District Office
3. Signature of the applicant in the master card.	6. Record relevant details in the master card of the client.	None	2 minutes	Staff Window 5 BI Legazpi District Office
TOTAL:		P 310 (if no violation of Sec. 10)	14 minutes	

5. Application for Visa Conversion or Amendment (Sec. 9 and 13 Series except Quota Immigrant)

5.1. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Legazpi Immigration District Office(Information and Assistance Counter)or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant</p>



<p>2. Applicant's passport Including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p>	<p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration(BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p>	<p>Legazpi Immigration District Office(Information and Assistance Counter)or downloadable from BI-Website www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Records Section, Third Floor, Bureau of Immigration(BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p> <p>Applicant/Petitioner</p>
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4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)

5. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL (N/A)

II. ACR I-CARD APPLICATION (DOCUMENTARY)

(Refer to Alien Registration Division's Transactions)

III. Additional Requirements:

a. Guarantee Letter UNDER OATH/NOTARIZED that all documents submitted are genuine with no intention to defraud the government or other party/ies;

b. PHOTOCOPY OF ALL PASSPORT PAGES: including previous, cancelled passports, OF THE APPLICANT AND PETITIONER FOREIGN PARENT/SPOUSE for proper examination of documents



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer</i>



				<i>BI Legazpi District Office</i>
5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	6. Preparation of the Order.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>
	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<i>The Board of Commissioners (BOC)</i>



				<p><i>The Commissioner and the two (2) Deputy Commissioners</i></p> <p><i>Second Floor, BI Main Office Building</i></p>
	11. Approval / Disapproval of the Commissioner.	None		<i>Commissioner</i>
	12. Publication of approved and disapproved visa application.	None		<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p> <p><i>Fourth Floor, BI Main Office Building</i></p>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<p><i>Records Section</i></p> <p><i>Second Floor, BI Main Office Building</i></p>
	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff Window 3</i>



				<i>BI Legazpi District Office</i>
	15. Receives the original passport and implement the approved visa if application is approved.	None	15 minutes	
	15.1 Releases the passport and certified true copy of Order.			<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



5.2. 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 and Medicine program at a duly accredited learning institution.

** 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:	Legazpi Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;		Applicant/client and petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		Legazpi Immigration District Office or BI website
3. Photocopy of passport bio page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;		Applicant/client and Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;		Petitioning school

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5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Legazpi Immigration District Office
11. Valid Passport	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>



<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p>	<p>5 minutes</p>	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
<p>4. Applicant to appear for capturing of biometric information.</p>	<p>4. Process the capturing of subject's biometric information (photograph and fingerprint).</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Staff Window 1 BI Legazpi District Office</i></p>
	<p>5. Preparation of the transmittal letter.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Staff Window 3 BI Legazpi District Office</i></p>
	<p>6. Review and signing of the transmittal letter addressed to the Acting Chief, Student Visa Section.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Alien Control Officer BI Legazpi District Office</i></p>



	7. Preparation of the application to be sent through mail to the Student Visa Section.	None	5 minutes	Staff Window 2 BI Legazpi District Office
	8. The Student Visa Section primarily evaluates the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of the submitted documents with the BI offices and other government agencies, and recommend to approve or disapprove the visa application.	None	14 working days	Acting Chief, Student Visa Section 2 nd Floor, Civic Center Building C, Quezon City Hall Complex, Quezon City
	9. Approval or disapproval of the Acting Chief, Student Visa Section	None		Acting Chief, Student Visa Section 2 nd Floor, Civic Center Building C, Quezon City Hall Complex, Quezon City
	10. Transmit thru e-mail the approved or disapproved order to Legazpi District Office by the Student Visa Section.	None		

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	11. Notify the applicant via email or contact number provided.	None	5 minutes	
	12. Receives the original passport and implement the approved visa if application is approved. 12.1 Releases the passport and certified true copy of Order.	None	15 minutes	
TOTAL:	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	14 working days, 1 hour and 50 mins	



5.3. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p>



ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

Applicant



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<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor's Permit for the current year <p>ii. Sole Proprietorship-</p> <ul style="list-style-type: none"> a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each) 	<p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p>
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<p>6. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>7. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>8. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>9. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Bureau of Internal Revenue (BIR)</p> <p>Notary Public</p> <p>Notary Public</p> <p>Legazpi Immigration District Office</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p>
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<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="text-align: center;">IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Applicant and/or Petitioner</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Legazpi Immigration District Office</p> <p>Legazpi Immigration District Office</p>
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p> <p>(Refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer BI Legazpi District Office</i>
5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 1 BI Legazpi District Office</i>



	6. Preparation of the Order.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>
	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<i>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</i>
	11. Approval / Disapproval of the Commissioner.	None		<i>Commissioner</i>



	12. Publication of approved and disapproved visa application.	None		<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<i>Records Section Second Floor, BI Main Office Building</i>
	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order..	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL		Refer to table below	14 working days, 2 hours and 40 minutes	



CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR				
1. Visa Fees	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2.ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00
B. 2 YEARS				
1. Visa Fees	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
2.ACR I-Card	USD 100.00	USD 100.00	USD 100.00	USD 100.00
C. 3 YEARS				
1. Visa Fees	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
2.ACR I-Card	USD 150.00	USD 150.00	USD 150.00	USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)



FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR				
1. Visa Fees	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
2.ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00
B. 2 YEARS				
1. Visa Fees	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
2.ACR I-Card	USD 100.00	USD 100.00	USD 100.00	USD 100.00
C. 3 YEARS				
1. Visa Fees	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
2.ACR I-Card	USD 150.00	USD 150.00	USD 150.00	USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)

5.4. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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.

BUREAU OF IMMIGRATION
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Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia and Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	



	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission) 3. Marriage Certificate or Marriage Contract: <ol style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) 	<p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>
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<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification(ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Legazpi Immigration District Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="padding-left: 40px;">IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p>
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>Legazpi Immigration District Office</p>





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer BI Legazpi District Office</i>

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5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	6. Preparation of the Order.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None		<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>



	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None	14 working days	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> <i>Second Floor, BI Main Office Building</i>
	11. Approval / Disapproval of the Commissioner.	None		<i>Commissioner</i>
	12. Publication of approved and disapproved visa application.	None		<i>Acting Chief Management and Information Systems Division (MISD)</i> <i>Fourth Floor, BI Main Office Building</i>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<i>Records Section</i> <i>Second Floor, BI Main Office Building</i>



	14. Notify the applicant via email or contact number provided.	None	5 minutes	Staff Window 3 BI Legazpi District Office
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order.	None	15 minutes	Staff Window 5 BI Legazpi District Office
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

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5.5. Conversion to Section 13(G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

BUREAU OF IMMIGRATION
CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.</p> <p>Applicants must be nationals of the following countries:</p>
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	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
		Indonesia (Female)	
	Belgium	Iraq	Paraguay
	Belize	Ireland	Peru
	Bolivia	Iceland	Russia
	Botswana		Saudi Arabia (Female)
	Bosnia and Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	



Who may avail:	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original) 2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission) 3. Birth Certificate <ol style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) 	<p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p>
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4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	
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<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p>
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<p>3. Proof of filiation with the principal:</p> <p>i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="padding-left: 40px;">IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p>
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<p>1. Photo and biometric capturing (only for four (4) years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>Legazpi Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Staff Window 5 BI Legazpi District Office
	2.1 Check the derogatory records	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	Alien Control Officer BI Legazpi District Office

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5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	6. Preparation of the Order.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>



	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<p><i>The Board of Commissioners (BOC)</i></p> <p><i>The Commissioner and the two (2) Deputy Commissioners</i></p> <p><i>Second Floor, BI Main Office Building</i></p>
	11. Approval / Disapproval of the Commissioner.	None		<p><i>Commissioner</i></p>
	12. Publication of approved and disapproved visa application.	None		<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p> <p><i>Fourth Floor, BI Main Office Building</i></p>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<p><i>Records Section</i></p> <p><i>Second Floor, BI Main Office Building</i></p>

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	14. Notify the applicant via email or contact number provided.	None	5 minutes	Staff Window 3 BI Legazpi District Office
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order.	None	15 minutes	Staff Window 5 BI Legazpi District Office
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00

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5.6. 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.*

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Office or Division:	Legazpi Immigration District Office		
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		Applicant/client and petitioning school	
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/	
3. Photocopy of passport bio page, visa implementation page and latest admission with valid authorized stay;		Applicant	
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;		Petitioning school	
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;		Previous school	
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;		Commission on Higher Education	

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7. Photocopy of BI school accreditation ID of the registrar or the school representative;		Petitioning school		
8. BI Clearance Certificate;		Legazpi Immigration District Office		
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		Bureau of Quarantine		
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).		National Bureau of Investigation		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Staff Window 5 BI Legazpi District Office



	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p>	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant to appear for capturing of biometric information.	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	5. Preparation of the transmittal letter.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>



	6. Review and signing of the transmittal letter addressed to the Acting Chief, Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	7. Preparation of the application to be sent through mail to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	8. The Student Visa Section primarily evaluates the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of the submitted documents with the BI offices and other government agencies, and recommend to approve or disapprove the visa application.	None	14 working days	<i>Acting Chief, Student Visa Section 2nd Floor, Civic Center Building C, Quezon City Hall Complex, Quezon City</i>
	9. Approval or disapproval of the Acting Chief, Student Visa Section	None		<i>Acting Chief, Student Visa Section 2nd Floor, Civic Center Building C, Quezon City Hall Complex, Quezon City</i>

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	10. Transmit thru e-mail the approved or disapproved order to Legazpi District Office by the Student Visa Section.	None		
	11. Notify the applicant via email or contact number provided.	None	5 minutes	
	12. Receives the original passport and implement the approved visa if application is approved. 12.1 Releases the passport and certified true copy of Order.	None	15 minutes	
TOTAL		Refer to table below	14 working days, 1 hour and 50 minutes	



5.7 Inclusion of Dependent in the Pre-Arranged Employee Visa of the Principal Holder

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Office or Division:	Legazpi Immigration District Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Complex			
Who may avail:	The spouse and dependent children under the age of 21 years and unmarried of the Principal holder or applicant of a Pre-arranged Employee Visa – Commercial or Non-Commercial			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Joint letter request addressed to the Commissioner from the applicant and the petitioner		Applicant/client and petitioner		
2. Duly accomplished CGAF for Non-Immigrant Visa		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/		
3. Photocopy of the principal visa holder's passport bio page, visa implementation page, and latest admission with valid authorized stay		Petitioner		
4. Photocopy of dependent's passport bio page and latest admission with valid authorized stay		Applicant		
5. Unmarried child's proof of filiation with the petitioner, if applicable;		Petitioner		
6. BI Clearance Certificate;		Legazpi Immigration District Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer BI Legazpi District Office</i>
5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Staff Window 2 BI Legazpi District Office</i>

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	6. Preparation of the Order.	None	15 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>
	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<i>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</i>
	11. Approval / Disapproval of the Commissioner.	None		<i>Commissioner</i>



	12. Publication of approved and disapproved visa application.	None		<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<i>Records Section Second Floor, BI Main Office Building</i>
	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

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Commercial : Non-Top 1,000 Corporations

FEES TO BE PAID

VALIDITY	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2.ACR I-Card	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2.ACR I-Card	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2.ACR I-Card	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)

Commercial: Top 1,000 Corporations

FEES TO BE PAID

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VALIDITY	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2.ACR I-Card	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2.ACR I-Card	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2.ACR I-Card	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)
 Non-Commercial: No Endorsement

FEES TO BE PAID

VALIDITY	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2.ACR I-Card	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)

Non-Commercial: CBCP-PCEC Endorsement

FEES TO BE PAID

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VALIDITY	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2.ACR I-Card	PHP 10,650.00 USD 50.00	PHP 10,400.00 USD 50.00	PHP 9,900.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)

6.Application for Visa Conversion and Extension of Temporary Resident Visa (TRV) under Non-Quota Immigrant Visa by Marriage in Relation to Law Instruction No. 33

Note: The Letter Directive No. JHM-2017-306, dated 06 July 2017, provides that all Temporary Resident Visa (TRV) applications shall be filed, processed, and approved at the BI Main Office except those (1) filed by senior citizens, and (2) suffering from serious medical condition. Thus, BI sub-port / district offices may accept and process TRV applications under (1) and (2) only.

6.1Conversion to Temporary Resident Visa (TRV) under Non-Quota Immigrant Visa by Marriage in Relation to Law Instruction No. 33

Pursuant to Immigration Administrative Order No. SBM-2014-006, the passports of applicants are required to be surrendered to the Bureau during the pendency of the application and shall be returned to the applicant via courier service delivery upon proper disposition of the same. Any request for pull-out of a required document (e.g. passport, birth/marriage certificate) during the pendency of the application shall be deemed to be an act of abandonment of the existing application. Consequently, the application shall be dismissed and all payments made with reference to the application shall not be subject to refund

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Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national whose country does not have an existing reciprocity agreement with the Philippines IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <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) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 3. Photocopy of passport bio page and latest admission with valid authorized stay (at least 30 days from date of filing) 4. Petitioner's birth certificate with valid identification (ID) card <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Applicant and Petitioner</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant and Petitioner</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>5. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>6. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>7. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>8. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Notary Public</p> <p>National Bureau of Investigation</p>
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<p>9. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent) 2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission) 3. Proof of filiation with the principal: <ol style="list-style-type: none"> i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) 	<p>Legazpi Immigration District Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="padding-left: 40px;">IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p style="padding-left: 40px;">2. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p> <p>Legazpi Immigration District Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer BI Legazpi District Office</i>

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5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Immigration Officer Window 2 BI Legazpi District Office</i>
	6. Preparation of the Order.	None	15 minutes	<i>Immigration Officer Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>



	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<p><i>The Board of Commissioners (BOC)</i></p> <p><i>The Commissioner and the two (2) Deputy Commissioners</i></p> <p><i>Second Floor, BI Main Office Building</i></p>
	11. Approval / Disapproval of the Commissioner.	None		<p><i>Commissioner</i></p>
	12. Publication of approved and disapproved visa application.	None		<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p> <p><i>Fourth Floor, BI Main Office Building</i></p>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<p><i>Records Section</i></p> <p><i>Second Floor, BI Main Office Building</i></p>



	14. Notify the applicant via email or contact number provided.	None	5 minutes	Staff Window 3 BI Legazpi District Office
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order.	None	15 minutes	Staff Window 5 BI Legazpi District Office
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) UNDER NON-QUOTA IMMIGRANT VISA BY MARRIAGE IN RELATION TO LAW INSTRUCTION NO. 33

FEES TO BE PAID				
CATEGORY	PRINCIPAL	DEPENDENT (SPOUSE)	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.000	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00		USD 50.00	USD 50.00

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6.2. Extension of Temporary Resident Visa (TRV) for under Non-Quota Immigrant Visa by Marriage in Relation to Law Instruction No. 33

Pursuant to Immigration Administrative Order No. SBM-2014-006, the passports of applicants are required to be surrendered to the Bureau during the pendency of the application and shall be returned to the applicant via courier service delivery upon proper disposition of the same. Any request for pull-out of a required document (e.g. passport, birth/marriage certificate) during the pendency of the application shall be deemed to be an act of **abandonment of the existing application. Consequently, the application shall be **dismissed** and all payments made with reference to the application shall not be subject to refund.*

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Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	A foreign national who has an existing Temporary Resident Visa (TRV) IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>b. 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) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 3. Photocopy of passport bio page, visa implementation page and latest admission with valid authorized stay (at least 30 days from date of filing) 4. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original) 5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original) 6. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original) 7. Bureau of Immigration Clearance Certificate (1 original) 	<p>Applicant and Petitioner</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and Petitioner</p> <p>Notary Public</p> <p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p>
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<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent) 2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission) 3. Proof of filiation with the principal: <ol style="list-style-type: none"> i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) 	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Legazpi Immigration District Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>3. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Legazpi Immigration District Office</p> <p>Legazpi Immigration District Office</p>





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Check the derogatory records	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.2 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	See table below	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Applicant and petitioner to attend the interview with the ACO.	4. Conduct interview with the applicant and the petitioner.	None	1 hour	<i>Alien Control Officer BI Legazpi District Office</i>

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5. Applicant to appear for capturing of biometric information.	5. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	<i>Immigration Officer Window 2 BI Legazpi District Office</i>
	6. Preparation of the Order.	None	15 minutes	<i>Immigration Officer Window 3 BI Legazpi District Office</i>
	7. Review and signing of the Order and transmittal letter addressed to the Visa Processing Center - Administrative Officer.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	8. The Visa Processing Center - Administrative Officer will endorse the application to the Board of Commissioners - Administrative Records Management Unit.	None	14 working days	<i>Administrative Officer Visa Processing Center</i>
	9. The Board of Commissioners - Administrative Records Management Unit will include all visa applications in the succeeding BOC Meeting Agenda.	None		<i>Chief Board of Commissioners - Administrative Records Management Unit</i>



	10. Deliberation (approval or denial) of the visa application (BOC Agenda).	None		<p><i>The Board of Commissioners (BOC)</i></p> <p><i>The Commissioner and the two (2) Deputy Commissioners</i></p> <p><i>Second Floor, BI Main Office Building</i></p>
	11. Approval / Disapproval of the Commissioner.	None		<p><i>Commissioner</i></p>
	12. Publication of approved and disapproved visa application.	None		<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p> <p><i>Fourth Floor, BI Main Office Building</i></p>
	13. Transmit thru mail the Approved/Disapproved Order to Legazpi Immigration District Office by the Records Section for implementation.	None		<p><i>Records Section</i></p> <p><i>Second Floor, BI Main Office Building</i></p>



	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	15. Receives the original passport and implement the approved visa if application is approved. 15.1 Releases the passport and certified true copy of Order.	None	15 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
TOTAL		Refer to table below	14 working days, 2 hours and 45 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) UNDER NON-QUOTA IMMIGRANT VISA BY MARRIAGE IN RELATION TO LAW INSTRUCTION NO. 33



FEES TO BE PAID				
CATEGORY	PRINCIPAL	DEPENDENT (SPOUSE)	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00		USD 50.00	USD 50.00

7. Extension of Authorized Stay of Temporary Visitor

7.1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.



Office or Division:	Legazpi Immigration District Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements:		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/		
1. Accomplished Tourist Visa Extension Form		Applicant		
2. Passport of the applicant (original)		Applicant		
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
<i>Additional requirements per visa category:</i>		Applicant		
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or				
2. BI Accreditation ID of the Travel Agent (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff Window 1 BI Legazpi District Office</i>

	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	15 minutes	<p><i>Staff Window 1 BI Legazpi District Office</i></p>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	10 minutes	<p><i>Staff Window 2 BI Legazpi District Office</i></p>
	3. Assess the fees.	None	10 minutes	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>
	3.1 Issue Order of Payment Slip (OPS and instruct the applicant to pay the corresponding fees	None	3 minutes	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>
2. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	5 minutes	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
3. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<p><i>Staff Window 1 BI Legazpi District Office</i></p>



	TOTAL:	<i>See schedule of Fees</i>	50 minutes	
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7.2. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

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Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:
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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. Executive Order No. 408 (EO408); 30 Days	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: Tourist Visa under Section 9(A);59 Days</i>	1) Initial extension of 31 days 2) Extendible monthly or every 2 months thereafter
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
	K. <i>For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A);59 Days</i>	4) Extendible monthly or every 2 months
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)		
2. Passport of the applicant (original)		Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or		
2. BI Accreditation ID of the Travel Agent (1 photocopy)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	10 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	3. Assess the fees.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	3.1 Issue Order of Payment Slip (OPS and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>

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2. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
	5. Approval of visa extension.	None	3 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	6. Implementation of visa extension.	None	3 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
3. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
TOTAL:		<i>See schedule of Fees</i>	56 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE



APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
. Non-Visa Required Nationals:	
. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
. Minor	2,950.00
ii. 14-15 years of age	3,950.00

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iii. 16 years above	4,200.00
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE



APPLICATION TYPE	FEES (in Php)
6. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
. Non-Visa Required Nationals:	
.Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
.Minor	4,450.00
ii. 14-15 years of age	5,450.00



iii. 16 years above	5,700.00
10. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00

7.3. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

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Office or Division:	Legazpi Immigration District Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements:		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)				
2. Notarized letter of explanation for overstaying		Applicant		
3. Passport of the applicant (original)		Applicant		
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
5. Birth Certificate if applicant is a child		Applicant		
<i>Additional requirements per visa category:</i> Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 1. BI Accreditation ID of the Travel Agent (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<p align="center"><i>Staff Window 1 BI Legazpi District Office</i></p>
	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	15 minutes	<p align="center"><i>Staff Window 1 BI Legazpi District Office</i></p>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	10 minutes	<p align="center"><i>Staff Window 2 BI Legazpi District Office</i></p>
	2.3 Draft the Order.	None	15 minutes	<p align="center"><i>Staff Window 3 BI Legazpi District Office</i></p>
	2.4 Review and sign Order for endorsement to the Chief, IRD	None	20 minutes	<p align="center"><i>Alien Control Officer BI Legazpi District Office</i></p>



	2.5 Transmit the Order to the Immigration Regulation Division (IRD) through email.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	2.6 Review and sign the Order.	None	10 - 14 working days	<i>Chief IRD Main Office</i>
	2.7 Transmit the Approved/Disapproved Order to Legazpi Immigration District Office for implementation.	None		<i>Staff-in-charge OCOM</i>
	2.8 Notify the applicant via email or contact number provided.	None		<i>Staff Window 2 BI Legazpi District Office</i>
	3. Assess the fees.	None		<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	3.1 Issue Order of Payment Slip (OPS and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>

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2. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
3. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
TOTAL:		<i>Total fees depends on number of months overstayed</i>	14 working days, 1 hour and 35 minutes Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila and upon payment of the client.	

7.4. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period
 Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.



Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		Applicant
<i>Additional requirements:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or		
2. Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff Window 5 BI Legazpi District Office
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 minutes	Staff Window 1 BI Legazpi District Office
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	10 minutes	Staff Window 2 BI Legazpi District Office
	2.3 Draft the Order.	None	15 minutes	Staff Window 3 BI Legazpi District Office



	2.4 Review and sign Order for endorsement to the C, IRD	None	20 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD) through email	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	2.6 Review and sign the Order.	None	10 - 14 working days	<i>Chief IRD Main Office</i>
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge IRD Main Office</i>
	2.8 Approval / Disapproval of the Commissioner	None		<i>Commissioner Main Office</i>
	2.9 Transmit the Approved/Disapproved Order to Legazpi Immigration District Office for implementation	None		<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>



	3.1 Assess the fees.	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
	3.2 Issue Order of Payment Slip (OPS and instruct the applicant to pay the corresponding fees	None	3 minutes	Immigration Officer Window 4 BI Legazpi District Office
2. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
3. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff Window 1 BI Legazpi District Office
TOTAL:		<i>Total fees depends on number of months overstayed</i>	14 working days, 1 hour and 35 minutes	Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila and upon payment of the client.

8. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.



Office or Division:	Legazpi Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Legazpi Immigration District Office	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Legazpi Immigration District Office	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	Legazpi Immigration District Office	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Bio page, Latest arrival stamp (1 photocopy each)	Applicant	

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6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant		
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant		
8. NBI Clearance <i>Note:Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	Staff Window 5 BI Legazpi District Office
	2. Check the derogatory records.	None	5 minutes	Staff Window 3 BI Legazpi District Office
2. Secure the Order of Payment Slip (OPS).	3. Issuance of the Order Payment Slip.	None	2 minutes	Staff Window 1 BI Legazpi District Office



3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
	4. Preparation of ECC/CE, conducting manual fingerprinting and signature of the client.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	5. Signing and issuance of ECC/CE	None	3 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	6. Recording of the approved ECC/CE and releasing of ECC/CE.	None	3 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	TOTAL:		33 minutes	

9. Re-stamping of visa if approved/implemented at BI Legazpi District Office



Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with visas that are not fully implemented or for reasons of lost or damaged passports
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner for re-stamping of visa.	Applicant
2. Certified True Copy of Board of Commissioner (BOC)'s Order granting the visa from the Records Section.	Bureau of Immigration – Records Section
3. Photocopy of latest arrival in the new passport or summary of arrival stamp if passport does not have any Philippine arrival stamp.	Applicant
4. Photocopy of the following: a. Bio page of old and new passports b. Latest visa stamp on old passport c. Passport extension, <i>if applicable</i> , d. Amendment/observations concerning passport and biometric information (e.g. amendment of names, etc.) e. Official receipt of subsequent	Applicant
5. Photocopy of the passport pages indicating passport number and validity or extension of the passport, if the passport is not machine readable or not an electronic passport.	Applicant

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6. Print-out of the latest arrival from the CCS or photocopy of flight manifest from Records Section, if travel is not recorded in the Centralized Query Support System (CQSS).	Legazpi Immigration District Office
7. For lost passport, attach a copy of the police report or affidavit of loss.	PNP/Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	5 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	None	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
	4. Prepare the transmittal letter addressed to the Immigration Regulations Division Chief together with the documentary requirements.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>



	5. Signing of the transmittal letter.	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
4. Wait for the approval of the application.	6. Preparation of the application to be sent through mail to Immigration Regulations Division.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
	7. Receive the approved order for re-stamping of visa.	None	2 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	8. Notify the client regarding the approved application.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
5. Submit the passport for visa implementation.	9. Implementation of the visa on the passport.	None	3 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
6. Claim the passport and the approved order/visa.	10. Releasing of the passport to the client.	None	3 minutes	<i>Staff Window 1 BI Legazpi District Office</i>



TOTAL:			55 minutes	
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10. 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:	Legazpi Immigration District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client and petitioning school
Duly 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;		Legazpi Immigration District Office or BI Website www.immigration.gov.ph/
Photocopy of passport bio page and latest admission with valid authorized stay;		Applicant
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 applicants below 18 years of age;		Petitioning school

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Photocopy of BI school accreditation ID of the registrar or school representative;		Petitioning school		
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		National Bureau of Investigation		
BI Clearance Certificate.		Legazpi Immigration District Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>



	4. Processing and issuance of the SSP for approval.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
	5. Approval and signing of the SSP.	None	5 minutes	Jhoanna C. Occiano
4. Submit the claim stub	6. Release of passport, and copy of permit to applicant.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	55 minutes	

11. Special Work Permit and Provisional Work Permit (SWP/PWP)



Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	A foreign national who shall engage in gainful employment for three to six months
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request addressed to the Commissioner from the Petitioning company	Petitioner
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	Legazpi Immigration District Office or downloadable from www.immigration.gov.ph
3. Photocopy of applicant's passport bio page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;	Applicant
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	Petitioner

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<p>5. Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit a Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)</p>	<p>Applicant</p>
<p>7. BI Clearance Certificate</p>	<p>Legazpi District Office</p>

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<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and • Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p>
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	<p>Petitioner</p>
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>Bureau of Internal Revenue (BIR)</p>

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<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <p>b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or b.5.) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <p>c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>DENR</p>
<p>5. Mayor's Permit;</p>	<p>City/municipality where the petitioner operates</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and</p>	<p>Petitioner</p>

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<p>7. A sworn declaration of the petitioning company operating in the Philippines:</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and</p> <p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).</p>	<p>Notary Public BIR</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 6,940.00	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
	4. Processing and issuance of the SWP/PWP for approval.	None	5 minutes	<i>Staff Window 3 BI Legazpi District Office</i>



	5. Approval and signing of the SWP/PWP.	None	5 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
4. Submit the claim stub	6. Release of passport, and copy of permit to applicant.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
TOTAL		Php 6,940.00	50 minutes	

12. School Accreditation

12.1. Accredited Liaison Officer ID Issuance

Accredited Liaison Officers are issued Identification Cards for purposes of transacting with the Bureau.

The Liaison Officer ID has a validity of 1 year, indicated on the reverse side of the card. Renewal is required every year.

A penalty of Php 500 will be applied in addition to the below-denoted fees in case of late renewal of Liaison Officer ID.



Office or Division:	Legazpi Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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
1. Endorsement letter from accredited Schools/Institution		Applicant
2. Two (2) Original, fully accomplished copies of Application Form (BI Form 2014-02-008 Rev. 0)		BI website
3. Two (2) 2x2 ID picture with white background taken within 3 months prior to application		Applicant
4. Valid PNP/ NBI Clearance		PNP/NBI
5. Duly-authenticated copy of school-issued ID		School
6. Proof of employment in the school		School
7. Updated school report on foreign students		School
8. Photocopy of Bureau-issued Certificate of Accreditation of School/Institution		School

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9. Two (2) photocopies of official receipt of payment for Accredited Liaison Officer application		BI Legazpi Immigration District Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 minutes	Staff Window 3 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 850.00	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
	4.1 Preparation of the transmittal letter for the Student Visa Section.	None	5 minutes	Immigration Officer Window 4 BI Legazpi District Office
	4.2 Review and signing of the transmittal letter for the Student Visa Section.	None	3 minutes	Alien Control Officer BI Legazpi District Office



	4.3 Send the transmittal letter to the Student Visa Section.	None	2 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
	5. Print and release the School Accreditation ID card duly signed by the Chief.	None	10 - 14 working days	<i>Student Visa Section</i>
	6. Notify and release the School Accreditation ID card to the applicant.	None	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
TOTAL		Php 850.00	14 working days and 40 minutes	

12.2. School Accreditation (Private, ESL)

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.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and program and Certificates of Technical Education and Skills Development Authority (TESDA)		TESDA
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records

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8. Latest valid Business Permit		LGU		
9. Latest valid Sanitary Permit		LGU		
10. Latest valid Fire Safety Inspection Certificate		LGU		
11. Trainers Methodology Certificate/ TESOL Certificate		TESOL Philippines/ TESDA		
12. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office



<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 50,510.00</p> <p>REGULAR: Php 50,510.00</p>	<p>5 minutes</p>	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
<p>4. Assist the BI inspection team</p>	<p>4. Conduct ocular inspection in the school premises and prepare inspection report.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i></p>	<p>None</p>	<p>2 working days</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.1 Preparation of a School Accreditation's recommendation letter.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.2 Preparation of the endorsement letter for the Student Visa Section.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>

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	4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 1 BI Legazpi District Office</i>
5. Present the notice of payment	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Send the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>



TOTAL	Express	Php 50,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 50,510.00		

12.3. School Accreditation (Private, Non-ESL)

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:	Legazpi Immigration District Office	
Classification:	G2B – Government to Business	
Type of Transaction:	Highly Technical Transaction	
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program/ Aviation Training Organization Certificate (ATOC) from Civil Aviation Authority of the Philippines (CAAP)/ License to Operate from Department of Health (DOH)		CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records

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6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records		
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records		
8. Latest valid Business Permit		LGU		
9. Latest valid Sanitary Permit		LGU		
10. Latest Fire Safety Inspection Certificate		LGU		
11. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>



	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	Immigration Officer Window 7 BI Legazpi District Office
	4.1 Preparation of a School Accreditation's recommendation letter.	None	15 minutes	Immigration Officer Window 7 BI Legazpi District Office

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	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Office BI Legazpi District Office</i>
	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue the OPS for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>



TOTAL	Express	Php 10,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 10,010.00		

12.4. School Accreditation (Public)

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.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;		School records
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);		National Network of Quality Assurance Agencies
3. List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/License to Operate from Department of Health (DOH)		CHED, DepEd, or DOH
4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records
7. Latest Sanitary Permit		LGU
8. Latest Fire Safety Inspection Certificate		LGU
9. BIR Certificate of Registration		BIR

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10. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	5 minutes	Immigration Officer Window 6 BI Legazpi District Office

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4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	Immigration Officer Window 7 BI Legazpi District Office
	4.1 Preparation of a School Accreditation's recommendation letter.	None	15 minutes	Immigration Officer Window 7 BI Legazpi District Office
	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.	None	10 minutes	Alien Control Officer BI Legazpi District Office
	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	Staff Window 2 BI Legazpi District Office
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office

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6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	Implementors Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 10,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 10,010.00		

12.5. School Accreditation of Separate Campus/ Branch (Private, ESL)

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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.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and programs; and Certificates of (TESDA) accredited courses and program		CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records
7. Pictures of buildings, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records

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8. Latest valid Business Permit		LGU		
9. Latest valid Sanitary Permit		LGU		
10. Latest valid Fire Safety Inspection Certificate		LGU		
11. Trainers Methodology Certificate/ TESOL Certificate		TESOL Philippines/ TESDA		
12. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch		Applicant School		
13. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.1 Preparation of a School Accreditation's recommendation letter.	None	15 minutes	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>

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	4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>



TOTAL	Express	Php 50,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 50,510.00		

12.6. School Accreditation of Separate Campus/ Branch (Private, Non-ESL)

Authorization and accreditation of other branches/ campuses 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:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
4. List of and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program/ Aviation Training Organization Certificate (ATOC) from Civil Aviation Authority of the Philippines (CAAP)/ Department of Health (DOH) accredited courses and programs;		CHED, DepEd, TESDA, CAAP or DOH
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records

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7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records		
8. Latest valid Business Permit		LGU		
9. Latest valid Sanitary Permit		LGU		
10. Latest Fire Safety Inspection Certificate		LGU		
11. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch		Applicant School		
12. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office



<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 10,510.00</p> <p>REGULAR: Php 10,010.00</p>	<p>5 minutes</p>	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
<p>4. Assist the BI inspection team.</p>	<p>4. Conduct ocular inspection in the school premises and prepare inspection report.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i></p>	<p>None</p>	<p>2 days</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.1 Preparation of a School Accreditation's recommendation letter.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.2 Preparation of the endorsement letter for the Student Visa Section.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>
	<p>4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Alien Control Officer BI Legazpi District Office</i></p>

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	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	Staff Window 2 BI Legazpi District Office
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.0	10 minutes	Immigration Officer Window 6 BI Legazpi District Office
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	Implementors Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 10,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 10,010.00		

12.7. School Accreditation of Separate Campus/ Branch (Public)

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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.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;		School records/ Securities and Exchange Commission
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);		National Network of Quality Assurance Agencies
3. List of and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Department of Health (DOH) accredited courses and programs;		CHED, DepEd, or DOH
4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		School records
5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		School records
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		School records
7. Latest Sanitary Permit		LGU
8. Latest Fire Safety Inspection Certificate		LGU

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9. BIR Certificate of Registration		BIR		
10. Copy of Certificate of Authority to Accept Foreign Students of Main/ Primary Branch		Applicant School		
11. Letter request for accreditation, indicating programs to be accredited, contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 10,510.00</p> <p>REGULAR: Php 10,010.00</p>	<p>5 minutes</p>	<p><i>Immigration Officer Window 6 BI Legazpi District Office</i></p>
<p>4. Assist the BI inspection team.</p>	<p>4. Conduct ocular inspection in the school premises and prepare inspection report.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i></p>	<p>None</p>	<p>2 days</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.1 Preparation of a School Accreditation's recommendation letter.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 7 BI Legazpi District Office</i></p>
	<p>4.2 Preparation of the endorsement letter for the Student Visa Section.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Immigration Officer Window 4 BI Legazpi District Office</i></p>
	<p>4.3 Review and signing of the recommendation letter and endorsement letter for the Student Visa Section.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Alien Control Officer BI Legazpi District Office</i></p>

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	4.4 Send the recommendation and endorsement letter to the Student Visa Section.	None	5 minutes	Staff Window 2 BI Legazpi District Office
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	Immigration Officer Window 4 BI Legazpi District Office
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.0	10 minutes	Immigration Officer Window 6 BI Legazpi District Office
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	Implementors Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 10,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 10,010.00		

13. School/University/ Language Center Accreditation - Change School Address/Change Name

13.1. Amendment of School Address (Private)



Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed before the SEC	School records/ Securities and Exchange Commission
3. Latest valid Business Permit	Local Government Unit (LGU)
4. Latest valid Sanitary Permit	LGU
5. Latest Fire Safety Inspection Certificate	LGU
6. Copy of Authority to Accept Foreign Students Order	Applicant School
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School
8. Letter request for amendment of school address, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.00	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	Immigration Officer Window 7 BI Legazpi District Office

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	4.1 Preparation of endorsement letter.	None	15 minutes	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.2 Preparation of the endorsement letter for the Student Visa Section.		15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	4.3 Review and signing of the endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.0	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>



TOTAL	Express	Php 1,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 1,010.00		

13.2. Amendment of School Address (Public)

Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;	School records
2. Amended/ Updated BIR Certificate of Registration	BIR
3. Latest valid Sanitary Permit	LGU
4. Latest Fire Safety Inspection Certificate	LGU
5. Copy of Authority to Accept Foreign Students Order	Applicant School
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	Applicant School



7. Letter request for amendment of school address, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.00	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>



4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.1 Preparation of endorsement letter.	None	15 minutes	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	4.3 Review and signing of the endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>



6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	10 - 14 working days	Implementors Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 1,510.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 1,010.00		

13.3. Amendment of School Name (Private)

Amendment of the name of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Legazpi Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission		
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended name filed before the SEC		School records/ Securities and Exchange Commission		
3. Latest valid Business Permit		LGU		
4. Latest valid Sanitary Permit		LGU		
5. Latest Fire Safety Inspection Certificate		LGU		
6. Copy of Authority to Accept Foreign Students Order		Applicant School		
7. Letter request for amendment of school name, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff Window 5 BI Legazpi District Office
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office



	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	Staff Window 3 BI Legazpi District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 minutes	Immigration Officer Window 6 BI Legazpi District Office
4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	Immigration Officer Window 7 BI Legazpi District Office
	4.1 Preparation of endorsement letter.	None	15 minutes	Immigration Officer Window 7 BI Legazpi District Office
	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	Immigration Officer Window 4 BI Legazpi District Office

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	4.3 Review and signing of the endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner.	None	10 - 14 working days	<i>Implementors Window 3, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</i>
TOTAL	Express	Php 1,010.00	16 working days, 1 hour and 45 minutes	
	Regular	Php 510.00		



13.4. Amendment of School Name (Public)

Amendment of the address of schools which are already accredited by the Bureau of Immigration to admit foreign students.

Office or Division:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)				
Classification:	Complex Transaction/ Highly Technical Transaction				
Type of Transaction:	Government to Business (G2B)				
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Certified True Copy of Amended Charter for State Universities and Colleges;			School records/ Securities and Exchange Commission		
2. Latest valid Sanitary Permit			LGU		
3. Latest Fire Safety Inspection Certificate			LGU		
4. Copy of Authority to Accept Foreign Students Order			Applicant School records		
5. Letter request for amendment of school name, indicating contact person, contact phone number and email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section			Applicant School		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff Window 5 BI Legazpi District Office</i>
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	10 minutes	<i>Staff Window 3 BI Legazpi District Office</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.00	5 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>
4. Assist the BI inspection team.	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	2 days	<i>Immigration Officer Window 7 BI Legazpi District Office</i>



	4.1 Preparation of endorsement letter.	None	15 minutes	<i>Immigration Officer Window 7 BI Legazpi District Office</i>
	4.2 Preparation of the endorsement letter for the Student Visa Section.	None	15 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
	4.3 Review and signing of the endorsement letter for the Student Visa Section.	None	10 minutes	<i>Alien Control Officer BI Legazpi District Office</i>
	4.4 Send the endorsement letter to the Student Visa Section.	None	5 minutes	<i>Staff Window 2 BI Legazpi District Office</i>
5. Present the notice of payment.	5. Issue Order of Payment Slip for Accreditation fee.	None	10 minutes	<i>Immigration Officer Window 4 BI Legazpi District Office</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 1,510.00 REGULAR: Php 1,010.00	10 minutes	<i>Immigration Officer Window 6 BI Legazpi District Office</i>



7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner.	None	10 - 14 working days	Implementors Window 3, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 1,510.00	16working days, 1 hour and 45 minutes	
	Regular	Php 1,010.00		

14. Vessel Boarding

14.1. Disembarkation / Sign-Off for Filipino Seafarers

Request for clearance for disembarking Filipino seafarers.



Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Two (2) 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;	Applicant
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant
3. Derogatory record verification (No Derogatory Stamp);	Applicant
4. Photocopy of seafarer's passport bio page;	Applicant
5. Photocopy of seaman's book;	Applicant
6. Photocopy of arrival crew list duly signed by the captain;	Applicant
7. Photocopy of vessel ports of call;	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Review the completeness of application.	None	5 minutes	Staff BSS Main Office
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	Staff Verification and Compliance Division (VCD) Main Office
	1.2 Evaluation of the documents.	None	10 minutes	Supervisor / Immigration Officer BSS Main Office

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	1.3 Approval of the BSS Chief.	None	15 minutes	Chief BSS Main Office
2. Wait for the PA announcement	2. Notify the applicant via PA System of the Approval.	None	2 minutes	Staff BSS Main Office
3. Receive the copy of approved request.	3. Release the copy of Approved Request.	None	1 minute	Staff BSS Main Office
4. Submit the copy of approved request to Legazpi Immigration District Office.	4. Encode the necessary details to the system.	None	10 minutes	Immigration Officer/s BI Legazpi District Office
	5. Implementation of the approved request.	None	5 minutes	Immigration Officer/s BI Legazpi District Office
TOTAL:			63 minutes	



14.2. Filipino Supernumerary

Request for clearance for Filipino Supernumerary.

Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Local Shipping Companies / Local Manning Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency for the joining of the Filipino supernumerary;	Applicant
2. One (1) copy of guarantee letter from the local shipping/ manning agency	Applicant
3. Derogatory record verification (No Derogatory Stamp);	Applicant
4. Shipping notice/advice of vessel's arrival;	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Present the original copies of the following: a.) Passport of the supernumerary; b.) Official receipt of the travel tax/reduce tax from the Department of Tourism (DOT); c.) Marriage Certificate of the joining spouse or d.) Return ticket, if to disembark at the foreign port; e.) Entry Visa for the next foreign port, if required;	Applicant
6. Attach a photocopy of the following: a.) Seafarer's contract; b.) Seafarer's passport bio page; c.) Seaman's book; d.) Supernumerary's passport bio page; e.) Official receipt of the travel tax/reduce tax from the DOT; f.) Marriage Certificate of the joining spouse g.) Return ticket if to disembark at the foreign port; h.) Entry Visa for the next foreign port, if required; and	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Accomplished Immigration departure card.	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Review the completeness of application.	None	5 minutes	<i>Staff</i> BSS <i>Main Office</i>
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	<i>Staff</i> Verification and Compliance Division (VCD) <i>Main Office</i>

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	1.2 Evaluate the documents for supernumerary.	None	10 minutes	Supervisor / Immigration Officer BSS Main Office
	1.3 Approval of BSS Chief.		15 minutes	Chief BSS Main Office
2. Wait for the PA announcement.	2. Notify the applicant via PA System of the Approval.	None	2 minutes	Staff BSS Main Office
3. Receive the copy of approved request.	3. Release the copy of Approved Request for the embarking supernumerary.	None	1 minutes	Staff BSS Main Office
4. Submit the copy of approved request to Legazpi Immigration District Office.	4. Encode the necessary details to the system.	None	10 minutes	Immigration Officer/s BI Legazpi District Office



	5. Implementation of the approved request.	None	5 minutes	<i>Immigration Officer/s BI Legazpi District Office</i>
TOTAL:		None	63 minutes	

14.3. Foreign Supernumerary

Request for clearance for Foreign Supernumerary.

Office or Division:	Legazpi Immigration District Office
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Local Shipping Companies / Local Manning Agency



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency for the joining of the Foreign supernumerary;		Applicant		
2. One (1) copy of guarantee letter from the local shipping/manning agency;		Applicant		
3. Derogatory record verification (No Derogatory Stamp);		Applicant		
4. Shipping notice/advice of vessel's arrival;		Applicant		
5. Present photocopies of the following: a. Passport bio page of the supernumerary; b. Seaman's visa or entry visa; and c. Passport's bio page and seaman's book		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary	1. Review the completeness of application.	None	5 minutes	Staff BSS Main Office

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requirements for assessment.	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	Staff Verification and Compliance Division (VCD) Main Office
	1.2 Evaluate the documents for change crew.	None	10 minutes	Supervisor / Immigration Officer BSS Main Office
	1.3 Approval of the BSS Chief.	None	15 minutes	Chief BSS Main Office
2. Wait for the PA announcement.	2. Notify the applicant via PA System of the Approval.	None	2 minutes	Staff BSS Main Office

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3. Receive the copy of approved request.	3. Release the copy of the Approved Request for Sign Off.	None	1 minute	Staff BSS Main Office
4. Submit the copy of approved request to Legazpi Immigration District Office.	4. Encode the necessary details to the system.	None	10 minutes	Immigration Officer/s BI Legazpi District Office
	5. Implementation of the approved request.	None	5 minutes	Immigration Officer/s BI Legazpi District Office
TOTAL:			63 minutes	

14.4. Joining / Sign-On for Filipino Seafarers

Request for clearance for embarking Filipino seafarers

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Office or Division:	Legazpi Immigration District Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Two (2) 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;		Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;		Applicant	
3. Derogatory record verification (No Derogatory stamp);		Applicant	
4. Shipping notice/advice of vessel's arrival;		Applicant	
5. Photocopy of seafarer's passport bio page;		Applicant	
6. Photocopy of seaman's book;		Applicant	
7. Photocopy of Contract of Employment;		Applicant	
8. Photocopy of Overseas Employment Certificate (OEC);		Applicant	
9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer.		Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received".	None	5 minutes	Staff BSS Main Office
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	Staff Verification and Compliance Division (VCD) Main Office
	1.2 Evaluate the documents for change crew.	None	10 minutes	Supervisor / Immigration Officer BSS Main Office
	1.3 Approval of BSS Chief.	None	15 minutes	Chief BSS Main Office

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2. Wait for the PA announcement.	2. Notify the applicant via PA System of the Approval.	None	2 minutes	Staff BSS Main Office
3. Receive the copy of approved request.	3.1 Release the copy of the Approved Request for Sign On.	None	1 minute	Staff BSS Main Office
4. Submit the copy of approved request to Legazpi Immigration District Office.	4. Encode the necessary details to the system.	None	10 minutes	Immigration Officer/s BI Legazpi District Office
	5. Implementation of the approved request.	None	5 minutes	Immigration Officer/s BI Legazpi District Office
TOTAL:		None	63 minutes	



14.5. Joining / Sign-On for Foreign Seafarers

Request for clearance for embarking Foreign seafarers

Office or Division:	Legazpi Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Embarking foreign seafarers may file their request thru their local shipping companies / local manning agency.
CHECKLIST OF REQUIREMENTS	
1. Two (2) 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;	Applicant
2. One (1) copy of guarantee letter from the local	Applicant
3. Derogatory record verification (No Derogatory Stamp);	Applicant
4. Photocopy of seafarer's passport bio page;	Applicant
5. Photocopy of seaman's 9(c) visa issued by the Philippine Foreign Service Post;	Applicant
6. Photocopy of seaman's book;	Applicant



7. Notice of Arrival of vessel;	Applicant
8. Confirmed flight itinerary;	Applicant
9. If there is no seaman's visa, submit the following; a. Letter of explanation stating the reason(s) for the failure to secure seaman's 9(c) visa; b. Approval by the Chief, Bay Service Section on the request from the shipping/manning agency for joining (sign-on); and c. Original and photocopy of the official receipt of the payment of administrative fine(s), Waiver of Exclusion Ground (WEG).	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received".	None	5 minutes	Staff BSS Main Office
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	Staff Verification and Compliance Division (VCD) Main Office
	1.2 a. Evaluate the documents for change crew with 9C visa. b. Evaluate the documents for change crew with 9C visa for non-Visa required nationals.	None	10 minutes	Supervisor/ Immigration Officer BSS Main Office
	1.3 Issue the Order of Payment Slip (OPS).	None	5 minutes	Staff BSS Main Office

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt.	Express: Php 3,010.00 Regular: Php 2,510.00	5 minutes	<i>Cashier</i> Cash Section <i>Main Office</i>
3. Submit the complete application and OR.	3. Approval of BSS Chief.	None	15 minutes	<i>Chief</i> BSS <i>Main Office</i>
4. Wait for the PA announcement.	4. Notify the applicant via PA System of the Approval.	None	2 minutes	<i>Staff</i> BSS <i>Main Office</i>
5. Receive the copy of approved request.	3.1 Release the copy of the Approved Request for Sign On.	None	1 minute	<i>Staff</i> BSS <i>Main Office</i>
6. Submit the copy of approved request to Legazpi Immigration District Office.	4. Encode the necessary details to the system.	None	10 minutes	<i>Immigration Officer/s</i> <i>BI Legazpi District Office</i>
	5. Implementation of the approved request.	None	5 minutes	<i>Immigration Officer/s</i> <i>BI Legazpi District Office</i>



TOTAL if processed under Express Lane:	Php 3,010.00	1 hour and 13 minutes	
TOTAL if processed under Regular Lane:	Php 2,510.00	3 days	

14.6. Repatriation / Sign-Off for Foreign Seafarers

Request for clearance for disembarking foreign seafarers.

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Office or Division:	Legazpi Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency to allow the repatriation (signing-off) of Foreign seafarer;		Applicant
2. One (1) copy of guarantee letter from the local shipping/manning agency;		Applicant
3. Derogatory record verification (No Derogatory Stamp);		Applicant
4. Shipping notice/advice of vessel's arrival;		Applicant
5. Photocopy of seafarer's passport bio page;		Applicant
6. Photocopy of seaman's book;		Applicant
7. Photocopy of visaed crew list or the official receipt of the visa crew list fee;		Applicant
8. Confirmed airline ticket;		Applicant
9. Vessel ports of call;		Applicant
10. Arriving Crew List;		Applicant
11. BOQ Individual Medical Clearance;		Applicant



12. For Medical Evacuation (MEDEVAC): Letter request addressed to the Commissioner thru the Chief, BSS, BOQ Medical Certificate and Letter Acceptance from the hospital.	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 minutes	Staff BSS Main Office
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 minutes	Staff Verification and Compliance Division (VCD) Main Office
	1.2 Issue the Order of Payment Slip (OPS).	None	5 minutes	Staff BSS Main Office
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt.	CE Waiver Php 1000.00 LRF - Php 10.00 *Express Lane Fee - Php 500.00	5 minutes	Cashier Cash Section Main Office

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3. Submit the complete application.	3. Receive the application. Attach the Receipt to the folder of the applicant.	None	1 min	BSS Personnel <i>Main Office</i>
	3.1 Evaluate the documents for change crew.	None	10 minutes	<i>Supervisor/ Immigration Officer</i> BSS <i>Main Office</i>
	3.2 Approval of BSS Chief.	None	15 minutes	<i>Chief</i> BSS <i>Main Office</i>
4. Wait for the PA announcement.	4. Notify the applicant via PA System of the Approval.	None	2 minutes	<i>Staff</i> BSS <i>Main Office</i>
5. Receive the copy of approved request.	5. Release the copy of the Approved Request for Sign Off.	None	1 minute	<i>Staff</i> BSS <i>Main Office</i>
6. Submit the copy of approved request to Legazpi Immigration District Office.	6. Encode the necessary details to the system.	None	10 minutes	<i>Immigration Officer/s BI Legazpi District Office</i>



	7. Implementation of the approved request.	None	5 minutes	<i>Immigration Officer/s BI Legazpi District Office</i>
TOTAL if processed under Express Lane:		Php 1,510.00	1 hour and 14 minutes	
TOTAL if processed under Regular Lane:		Php 1,010.00	3 days	

14.7. Vessel Boarding Formalities (Arrival/Departure)

Office or Division:	Legazpi Immigration District Office
Classification:	Simple Transaction/Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid Passport/travel documents	Concerned Issuing Authority/Agency
2. Valid Seaman's Book	Concerned Issuing Authority/Agency
3. Valid Visaed Crew List - 9(c)	Shipping Line
4. Notice of Arrival (NOA) - notify office at least 48 hours before the arrival of the vessel	Shipping Line
5. Arrival Crew List	Shipping Line
6. Voyage Memo/Ports of Call	Shipping Line
7. Ship's Particulars	Shipping Line
8. Letter of Explanation (applicable for no visaed crew list)	Master of the Vessel
9. Certificate of Not the Same Person (NTSP) for crew/passenger with the same name found in the Bureau of Immigration Derogatory Database	Certification and Clearance Section, Bureau of Immigration, Manila



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notice of Arrival (NOA) together with the copy of Crew List, Voyage Memo and Ship's Particulars	1. Receive and assess pertinent documents from the foreign vessel 1.1 Check the travel/derogatory records of the crew pursuant to the Philippine Immigration Act of 1940, as amended and other existing rules and regulations	None	15 - 20 minutes	<i>Immigration Officer/s BI Legazpi District Office</i>
2. Submit copy of the Visa Crew List	2. Assessment and payment of Immigration fees.	100.00/crew (VCL Fee) 10.00/crew (LRF) 500.00 (Express Lane Fee)/vessel If with fine 500.00/crew	5 minutes	<i>Immigration Officer/s BI Legazpi District Office</i>



<p>3. Notify Schedule for Boarding Formalities (Depends on the date and time of the arrival of the vessel)</p>	<p>3. Conducting/administering Boarding Formalities with the Boarding Team (CIQ)</p> <p>Request the Master of the Vessel to provide the following documents:</p> <p>.</p> <ul style="list-style-type: none"> a. Crew List b. Voyage Memo c. Ship's Particular d. Letter of Explanation (applicable for 1st port arrival) e. Passport/Seaman's Book f. Departure Clearance from the last local port(applicable for 2nd port arrival) <p>3.1 Checking of all passport/seaman's book of the crew stated in the crew list</p> <p>3.2 Immigration Boarding Formalities Form (BI Form 2014-10-017 Rev 0) must be properly/completely/correctly filled-out and request the Master of the Vessel to sign with the ship's stamp.</p> <p>Note:Vessel operation will start after the CIQ Boarding Formalities up to the last day of the vessel's operation,</p>	<p>None</p>	<p>30 minutes - 1 hour</p>	<p><i>Immigration Officer/s BI Legazpi District Office</i></p>
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<p>4. Notify the Immigration Boarding Officer assigned regarding the departure schedule of the vessel</p>	<p>4. Check all the crew (no workaway/jumped ship) upon departure and Issue Immigration Port Clearance (BI Form 2014-10-018 Rev 1) to the Master of the Vessel.</p>	<p>None</p>	<p>30 minutes - 1 hour</p>	<p><i>Immigration Officer/s BI Legazpi District Office</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>Administer Boarding Formalities within 1 hour to 2 hrs (depending on the preparation/availability of all the required documents during the boarding formalities)</p>	<p>NOTE:Administer boarding formalities either at anchorage area or at Berth upon arrival/departure of the vessel</p>



SAN FERNANDO IMMIGRATION DISTRICT
OFFICE EXTERNAL SERVICES



1. A. Issuance of ACR I-Card (New)

Office or Division:	BI La Union District Office (Window 1)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2); 13A Probationary; (3);13A Amendment to Permanent;(4) 13G; (5) Temporary Resident Visa with PWD	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Window 1
Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant



Official Receipt of payment for the applicable fees (1 photocopy)		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub at Window 1)	1.1 Final review of ACR I Card Application upon receipt 1.2 Encode and prepare transmittal of reviewed CGAF to ARD Section for approval.	None	2 minutes per application	<i>Reviewer/Registration Officer</i>
			2 minutes per Application	<i>Reviewer/Registration Officer</i>
TOTAL		None	4 Minutes	

B. Issuance of ACR I-Card (Renewal/Extension)

Office or Division	Bureau of Immigration La Union District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2);13G (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	Window 1
Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	Applicant

Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	Notary Public
B. Police Report on Loss of ACR I-Card	Philippine National Police
For Amendment of the following:	
A. Name Court Order (if applicable) (1 Copy)	Court
B. Citizenship/Nationality Official document proving change of citizenship/nationality (1 Copy)	Court
C. Civil Status Official document proving change of civil status (i.e. Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)	Report of marriage where the marriage took place
D. Address Certificate of Residence from the Barangay Captain (1 Copy) /Affidavit of Change of Address	d.1. Office of the Barangay d.2. Notary Public



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the requirements at Window 1	1. Review the ACR I-Card Application upon receipt of CGAF and other requirements from the applicant	None	2 minutes per application	<i>Reviewer/ Registration Officer</i>
2. Pay the fees for the renewal of ACR I-CARD	2. Receive the payment	None	2 minutes	<i>Cashier</i>
None	3. Encode and prepare the transmittal of reviewed applications for ARD Sec.	None	5 minutes	<i>Staff</i>
4. Claim the ACR at Window 1 after three (3) weeks	4. Release the ACR I-CARD	None	21 days, 2 minutes	<i>Staff Window 1</i>
TOTAL		None	21 days, 11 minutes	



2. Alien Registration Program (ARP)

Office or Division:	BI La Union District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Tourists who stayed more than 59 days
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Passport	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the passport	1. Scan the passport into the system to generate SSRN	None	3 minutes	Window 1 Bureau of Immigration La Union District Office
2. Claim the passport	2. Release the passport to the applicant	None	1 minute	Window 5 Bureau of Immigration La Union District Office
TOTAL		None	4 Minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila, or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	BI La Union District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original ACR I-Card and/or ACR Paper-based	Applicant
Original Passport	Applicant
<p>Note: <i>For dispute purposes</i>, applicant may present Official receipts of previous annual report payments</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Registration</i> Officer/Staff Bureau of Immigration La Union District Office
2. Submit the OPS to the cashier for payment	2. Issue an Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	5 minutes per applicant	<i>Cashier</i> Bureau of Immigration La Union District Office



TOTAL	P 310 (if no violation of Sec. 10)	10 minutes	
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4. Boarding Formalities

Office or Division:	BI La Union District Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign and Local Seafarers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Passport	
Seaman's Book	
Notice of Arrival	



Ship's Particular Voyage Memo Visa-ed Crewlist Last port Clearance			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID
1. Submit the Notice of Arrival (NOA) before arrival of vessel	1. Receive Notice of Arrival (NOA)		None
2. Notify boarding authorities to board vessel	Conduct Boarding Formality-mustering in: 2.1 Inspect crew/crew list,passport,seaman's book,Visaed crewlist,Nil List,Ship's Particular;		None
	2.2 Receive payment of Visaed crew-list if vessel did not secure Visa from last port of origin;		None



	2.3 Release Boarding Clearance to shipping agent for next port once vessel finished discharging cargo.	None
TOTAL	None	35 Minutes

5. Conversion to Non-Quota Immigrant by Marriage

Office or Division:	BI La Union District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to citizen (G2C)	
Who may avail:	Foreigners who are married to a Filipino citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Joint letter request addressed to the Commissioner, CGAF Forms, Photocopy of passport, MC, BC of petitioner, NBI Clearance		Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements	1.1 Review the requirements upon receipt by the Reviewing Officer 1.2 Instruct the applicant to pay the necessary fees	None	7 minutes	<i>Reviewing Officer</i>
2. Submit the OPS to the cashier for payment	2. Issue an Official Receipt	None	2 minutes	<i>Cashier</i>
None	3. Remind applicant to wait for at least 2 months	None	60 days, 2 minutes	<i>Reviewing Officer</i>
TOTAL		NONE	60 days, 11 minutes	



6. Amendment to Non-Quota Immigrant by Marriage

Office or Division:	BI La Union District Office		
Classification:	Highly Technical		
Type of Transaction:	Government to citizen (G2C)		
Who may avail:	Foreigners who are married to a Filipino citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Joint letter request addressed to the Commissioner, CGAF Forms, Photocopy of passport, Joint Affidavit of Continuous Cohabitation, NBI Clearance.		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements	1. Review the requirements upon receipt by the Reviewing Officer	None	5 minutes	Reviewing Officer
	2. Instruct the applicant to pay the necessary fees	None	2 minutes	Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the OPS to the cashier for payment	2. Issue an Official Receipt	None	2 minutes	Cashier
None	3. Remind applicant to wait for at least 2 months	None	60 days, 2 minutes	Reviewing Officer
TOTAL		NONE	60 days, 11 minutes	

7. Conversion to Section 13(G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)



Who may avail:

Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Return to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.

Applicants must be nationals of the following countries:

Algeria (Female)	Greece	Northern Mariana Island
Argentina	Guatemala	Norway
Australia	Honduras	Oman (Female)
Austria	Hong Kong SAR	Papua New Guinea
Belgium	Indonesia (Female)	Paraguay
Belize	Iraq	Peru
Bolivia	Ireland	Russia
Botswana	Iceland	Saudi Arabia (Female)
Bosnia & Herzegovina	Israel	Senegal
Brazil	Italy	Serbia
Canada	Japan	Singapore
Cape Verde	Latvia	Slovak Republic
Chile	Lesotho	Slovenia
Colombia	Libya (Female)	South Africa
Costa Rica	Lithuania	South Korea
Croatia	Luxembourg	Spain
Cuba	Macau SAR	Suriname
Czech Republic	Malaysia (Female)	Sweden
Denmark	Malta**	Switzerland
Ecuador	Marshall Islands	Thailand
Egypt*	Mexico	Trinidad and Tobago
El Salvador	Micronesia	Tunisia
Estonia	Monaco	Turkey



	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>		



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)	Window 1
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	Applicant
3. Birth Certificate	Philippine Statistics Office (PSA) or appropriate Local Civil Registry



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original).</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>Applicant</p>
<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>6. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p>	<p>Appropriate foreign government authorities</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact	Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Proof of filiation with the principal:</p> <p>i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <hr/> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p>	<p>National Bureau of Investigation</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building;
	(2) Windows 12 or 17, Ground Floor, BI Main Office Building; and
	(3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for four (4) years old and above)	Window 44, Ground Floor, BI Main Building
II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Present the original passport and other required documents for the visa application, securely fastened in a Legal size (8 ½ x 14 in.) folder, to Window 1 for evaluation	1.1. Attach the Checklist of Requirements to the application. 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements. 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof. 1.4. Sign the Checklist of Requirements 1.5 Instruct the applicant for info capturing and fingerprinting after thorough evaluation and completeness of requirements 1.6 Return the passport and visa application to applicant and tell to wait for at least 2 months 1.7 Prepare transmittal to be submitted to BOC and ARD Sec.	None	1 hour per application	Reviewing Officer/Evaluator
TOTAL		Refer to the table of fees below	60 days, 1 hour	

**FEE TO BE PAID**

CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



8. Conversion to Pre-Arranged Employment (Non-commercial/Missionary) Visa --- Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI La Union District Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner	Petitioner
2. Duly accomplished CGAF for Non-Immigrant	
3. Certificate of Appointment or Assignment of applicant	Applicant/Principal
4. Photocopy of passport biopage and latest admission and valid authorized stay	Petitioner
5. Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation, and General Information Sheet for the current year	
6. BI Clearance Certificate	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Present the original passport and other required documents for the visa application, securely fastened in a Legal size (8	1.1. Attach the Checklist of Requirements to the application. 1.2. Receive the visa application and original	None	1 hour and 30 minutes per application	Reviewing Officer/Evaluator



<p>½ x 14 in.) folder, to Window 1 for evaluation</p>	<p>passport, and review the completeness of documentary requirements. 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof. 1.4. Sign the Checklist of Requirements 1.5 Instruct the applicant for info capturing and fingerprinting after thorough evaluation and completeness of requirements 1.6 Return the passport and visa application to applicant and tell to wait for at least 2 months 1.7 Prepare transmittal to be submitted to BOC and ARD Sec.</p>			
TOTAL		Refer to the table of fees below	60 Days, 1 Hour, and 30 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)



CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

9. 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 and Medicine program at a duly accredited learning institution.



* 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:	BI LA UNION DISTRICT OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Window 1, Bureau of Immigration La Union District Office
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	School Registrar/School Representative



10. BI Clearance Certificate; and	Bureau of Immigration La Union District Office
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1.1 Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	1 minute	Window 1, Bureau of Immigration La Union District Office
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details 2.2 Assess and issue the Order of Payment Slip (OPS).	None	2 minutes	Window 1, Bureau of Immigration La Union District Office
				Window 2, Bureau of Immigration La Union District Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3.1 Issue the Official Receipt (OR) and claim stub.	Php 9,720.00 plus ACR I Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	3 minutes	Window 3, Bureau of Immigration La Union District Office
None	3.2 Send 9F applications at Student Visa Section for approval	None	21 days	Student Visa Section, Quezon City Hall Complex, Quezon City
4. Applicant to appear for capturing of biometric information on the scheduled date appearing in the Official Receipt.	4.1 Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	Data capture staff/officer Window 4, Bureau of Immigration La Union District Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4.2 Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	3 minutes per application	<i>Implementor</i> Window 1, Bureau of Immigration La Union District Office
None	4.3 Send applications for ACR I-Card at Student Visa Section for approval	None	21 days	Student Visa Section, Quezon City Hall Complex, Quezon City
None	4.4 Release ACR I-card to school representative	None	2 minutes	Window 1, Bureau of Immigration La Union District Office
TOTAL:	Express	Php 9,720.00 plus ACR I Card Fee of U.S. \$50.00(calculated accdg. To BSP Forex Rate on date of payment)	42 Days, 21 Minutes	



10. Conversion to TRV under LOI No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	BI La Union District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign national married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application We only cater PWD applicants for TRV in this office.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. VISA APPLICATION		
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8 1/2x 14 in.) folder		

<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Window 1 or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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	<p>Signs the Checklist of Requirements</p> <p>1.7 Inform the applicant for his/her info capturing and fingerprinting</p> <p>1.8. Return the passport and photocopy of the Official Receipt to the applicant</p> <p>1.9 Prepare letter of transmittal of the applications to be submitted to BOC and ARD for approval</p>			
TOTAL		Refer to the table of fees below	60 days, 1 hour and 30 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 IS COVERED UNDER CA 613.



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

11. Extension of TRV under LOI No. 33

Office or Division:	BI La Union District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign national married to a Filipino citizen under Law Instruction No.33	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint Letter request from petitioner and spouse		1.Applicant
2. Duly Accomplished Consolidated General Application Forms		2.Applicant
3. Passport showing its bio-page,visa implementation page,,arrival stamp		3.Applicant



4. Photocopy of ACR-Icard 5. Photocopy of any valid ID of Philippine spouse 6. Valid NBI Clearance 7. Joint Affidavit of continuous cohabitation of applicant and the petitioner 8. Bureau of Immigration Clearance	6.Applicant 8.BI Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Valid passport and other documents listed in the checklist	1.1 Check one by one the complete list of documents presented by the applicant 1.2 Stamp "ORIGINAL SEEN" in the photocopies of the passport 1.3 Instruct the applicant to show original passport for assessment of fees 1.4 Proceed to cashier for payment of fees 1.5 Signs the checklist of requirements	None	1 hour	Reviewing Officer Assessor Cashier



	<p>1.6 Review checklist of requirements for the renewal of ACR-Icard of applicant</p> <p>1.7 Returns the passport and photocopy of the Official Receipt of Payment of applicant</p> <p>1.8 Instruct the applicant to wait for the approval at least 2 mos from date of application.</p> <p>1.9 Prepare letter of transmittal of the applications for submission to BOC and ARD for approval.</p>			
TOTAL	NONE	1 Hour		



12. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI La Union District Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint Letter addressed to the Commissioner from the applicant and petitioner		Applicant and Petitioner
2. Duly accomplished CGAF for Non-Immigrant Visa		Applicant



3. Photocopy of passport biopage and latest admission with authorized valid stay	Petitioner
4. Photocopy of Employment Contract, Secretary's Certificate of Election, Appointment or assignment of	DOLE
5. Photocopy of petitioner's latest income tax return	
6. Photocopy of Alien Employment Permit	
7. Notarized Certification of number of foreign and Filipino employees from the petitioning company	
8. BI Clearance Certificate	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Window 1 for evaluation	1.1. Attaches the Checklist of Requirements to the application	None	1 hour	Evaluation Officer/Reviewing Officer
	1.2. Receives the visa application and original passport, and review the completeness of documentary requirements			
	1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof	None	2 minutes	Assessor
	1.4. Instruct applicant to secure Order of Payment Slip	None None	3 minutes 10 minutes 2 minutes	Cashier Registration Officer
	1.5. Instruct applicant to pay			



	<p>the necessary fees</p> <p>1.6 Info-capturing and fingerprinting of applicant</p> <p>1.7. Signs the Checklist of Requirements</p> <p>1.8. Returns the passport and visa application to applicant</p> <p>1.9 Inform the applicant to wait for the approval for at least 2 mos</p> <p>1.10 Prepares the transmittal letter for submission of the applications to BOC and ARD.</p>			
TOTAL		Refer to the table of fees below	1 Hour and 17 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



13. 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:	BI La Union District Office
Classification:	Government to Citizen (G2C)
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	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Window 1, Bureau of Immigration La Union District Office
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Bureau of Immigration La Union District Office



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	Bureau of Quarantine
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).	National Bureau of Investigation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. 1 Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	1 minute	Window 1, Bureau of Immigration La Union District Office
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details	None	2 to 5 minutes	Window 1, Bureau of Immigration La Union District Office

	2.2 Assess and issue the Order of Payment Slip (OPS).	None	2 to 5 minutes	Window 2, Bureau of Immigration La Union District Office
3. Present the OPS to the Cashier for payment.	3.1 Issue the Official Receipt (OR) and claim stub.	Php 8,030.00 plus ACR I Card Fee of U.S. \$100.00(<i>calculated accdg. To BSP Forex Rate on date of payment</i>)	5 to 10 minutes	Window 3, Bureau of Immigration La Union District Office
None	3.2 Send 9F applications at Student Visa Section for approval	None	3 to 4.5 weeks	Student Visa Section, Quezon City Hall Complex, Quezon City
None	3.3 Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	3 to 5 minutes per application	



None	3.4 Send applications for ACR I-Card at Student Visa Section for approval	None	3 to 4.5 weeks	
None	3.5 Release ACR I-card to school representative	None	1 to 2 minutes	
TOTAL	EXPRESS	Php 8,030.00 plus ACR I Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	6 to 8 weeks	



14. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI LA UNION DISTRICT OFFICE
Classification:	Simple Transaction
Type of transaction:	Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Window 1, Bureau of Immigration La Union District Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Window 1, Bureau of Immigration La Union District Office
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
4. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
7. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1.1 Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	3 minutes	Window 1, Bureau of Immigration La Union District Office
2. Secure the Order of Payment Slip (OPS).	2.1 The assessor will evaluate for derogatory checking and issuance of OPS.	None	3 minutes	Window 2, Bureau of Immigration La Union District Office
3. Present the OPS to the Cashier for payment	3.1 Issue the Official Receipt (OR).	See Table	2 minutes	Window 3, Bureau of Immigration La Union District Office



4. Submit the Official Receipt (OR)	4.1 Encodes and prints the ECC/CE for fingerprinting	None	3 minutes	Window 1, Bureau of Immigration La Union District Office
None	4.2 Final review and approval	None	3 minutes	Alien Control Officer
None	4.3 Releases the approved ECC/CE	None	1 minute	Window 1, Bureau of Immigration La Union District Office
TOTAL:		Refer to the table of fees below	15 minutes	



TRANSACTION FOR ADULTS WITH PREVIOUS EXTENSIONS OR UPDATES
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

15. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	BI La Union District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Website www.immigration.gov.ph / Window 1, BI La Union District Office
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant



4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
<p><i>Additional requirements per visa category:</i></p> <p>Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or</p> <p>1. BI Accreditation ID of the Travel Agent (1 photocopy)</p>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	<p>1.1 Receive and review the application form for completeness and correct attachments</p> <p>1.2 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p>	None	3 Minutes	Window 1, Bureau of Immigration La Union District Office



	<p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p> <p>1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>			
	<p>1.4 Draft the Order</p>			
	<p>1.5 Send the application/s to IRD - TVE Main for approval</p>			
	<p>1.6 Notify the applicant via email or contact number provided if approved</p>			



	<p>1.2 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p> <p>1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>
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<p>3 minutes</p>	<p>Window 2, Bureau of Immigration La Union District Office</p>
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	1.4 Draft the Order	None	2 to 3 minutes	Window 1, Bureau of Immigration La Union District Office
	1.5 Send the application/s to IRD - TVE Main for Approval	None	3 to 4.5 weeks	Window 1, Bureau of Immigration La Union District Office
	1.6 Notify the applicant via email or contact number provided if approved	None	2 minutes	Window 1, Bureau of Immigration La Union District Office



2. Present passport for assessment	2.1 Assess the fees.	None	3 minutes	Window 2, Bureau of Immigration La Union District Office
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	2.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	2 minutes	Window 2, Bureau of Immigration La Union District Office
3. Present the OPS to the Cashier for payment.	3.1 Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	1 to 2 minutes	Window 3, Bureau of Immigration La Union District Office



4. Submit the OR.	4.1 Review the correctness of payment and visa validity printed on the receipt.	None	1 to 2 minutes	Window 5, Bureau of Immigration La Union District Office
	4.2 Enter the approval in the BI system.	None	1 minute	
	4.3 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	1 minutes	Window 5, Bureau of Immigration La Union District Office
TOTAL:		<i>Total fees depends on number of months overstayed</i>		4.5 weeks



16. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	BI La Union District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Website www.immigration.gov.ph / Window 1 BI La Union District Office
2. Notarized letter of explanation for overstaying	2. Applicant
3. Passport of the applicant (original)	3. Applicant



4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4.Applicant
5. Birth Certificate if applicant is a child	5.Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	6.Applicant

<p><i>Additional requirements:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or</p> <p>2. Photocopy of BI Accreditation ID of the Travel Agent</p>		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1.1 Receive and review the application form for completeness and correct attachments	None	3 Minutes	Window 1, Bureau of Immigration La Union District Office



	<p>1.2 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p> <p>1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>
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<p>3 minutes</p>	<p>Window 2, Bureau of Immigration La Union District Office</p>
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	1.4 Draft the Order	None	2 to 3 minutes	Window 1, Bureau of Immigration La Union District Office
	1.5 Send the application/s to IRD - TVE Main for approval	None	3 to 4.5 weeks	Window 1, Bureau of Immigration La Union District Office
	1.6 Notify the applicant via email or contact number provided if approved	None	2 minutes	Window 1, Bureau of Immigration La Union District Office
2. Present passport for assessment	2.1 Assess the fees.	None	3 minutes	Window 2, Bureau of Immigration La Union District Office

	2.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	2 minutes	Window 2, Bureau of Immigration La Union District Office
3. Present the OPS to the Cashier for payment.	3.1 Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	1 to 2 minutes	Window 3, Bureau of Immigration La Union District Office
4. Submit the OR.	4.1 Review the correctness of payment and visa validity printed on the receipt.	None	1 to 2 minutes	Window 5, Bureau of Immigration La Union District Office
	4.2 Enter the approval in the BI system.	None	1 minute	



	4.3 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	1 minutes	Window 5, Bureau of Immigration La Union District Office
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TOTAL	<i>Total fees depends on number of months overstayed</i>	4.5 weeks
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies **Schedule of Fees:**

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00



2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00



b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
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6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00

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8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	



a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



17. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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I. VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a. PRINCIPAL

Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

- i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)



IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

Window 1, Bureau of Immigration La Union District Office or downloadable from www.immigration.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Window 1 for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application</p>	None	1 hour	Evaluation Officer/Reviewing Officer
	<p>1.2. Receives the visa application and original passport, and review the completeness of documentary requirements</p>			
	<p>1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof</p>			
	<p>1.4. Instruct applicant to secure Order of Payment Slip</p>	None	2 minutes	Assessor
	<p>1.5. Instruct applicant to pay the necessary fees 1.6. Info-capturing and fingerprinting of applicant 1.7. Signs the Checklist of Requirements</p>	None	3 minutes	Cashier
	<p>1.8. Returns the passport and visa application to applicant</p>	None	10 minutes	Registration Officer
	<p>1.9. Inform the applicant to wait for the approval for at least 2 mos</p>			
	<p>1.10. Prepares the transmittal letter for submission of the applications to BOC and ARD.</p>		2 minutes	



TOTAL	Refer to table below	2 months and 1 hour	
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EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,560.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,100.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00



C. 3 YEARS	PHP 20,640.00	PHP 18,540.00	PHP 18,540.00	PHP 18,540.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEES TO BE PAID
(OTHER CORPORATIONS)

CATEGORY PRINCIPAL SPOUSE DEPENDENT (BELOW 16 YEARS OLD)
DEPENDENT
(BELOW 14 YEARS OLD)

A. 1 YEAR	PHP 7,060.00	PHP 6,360.00	PHP 6,360.00	PHP 6,360.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 13,100.00	PHP 11,700.00	PHP 11,700.00	PHP 11,700.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				



C. 3 YEARS	PHP 19,140.00	PHP 17,040.00	PHP 17,040.00	PHP 17,040.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

18. Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI LA UNION DISTRICT OFFICE
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)



<p>Who may avail:</p>	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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<p>CHECKLIST OF REQUIREMENTS</p>	<p>WHERE TO SECURE</p>
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I. VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a. PRINCIPAL

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are: i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the

Window 1, Bureau of Immigration La Union District Office or downloadable from www.immigration.gov.ph



TACLOBAN IMMIGRATION DISTRICT OFFICE
EXTERNAL SERVICES



1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Tacloban Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, Main Lobby
	2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, Main Lobby
	3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	ARP Counter, Main Lobby

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4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance Note: Applicable to Applicants with Order to Leave	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	OSAU Staff & Fingerprint Examiner ARP Counter G/F
2. Secure the Order of Payment Slip (OPS).	2. The OSAU staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	Assessor Window 6-10 G/F
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier Cash Section (Window 13,14, 15, 16 G/F)

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4. Submit the Official Receipt (OR)	4. OSAU staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff- Window 9-10</i>
	4.1 For Fingerprint Verification, OSAU staff encodes and prints the ECC/CE for review of the OSAU Chief.	None		<i>Fingerprint Examiner/ ECC Typist ARD- OSAU Chief ARD- OSAU</i>
	4.2 Final review and approval	None	1 day	<i>ARD Deputy Chief and ARD Chief ARD</i>
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Window 9-10</i>
	TOTAL:		3 days, 38 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)



Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

2. Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)



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		WHERE TO SECURE		
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)		1.ARP Counter, Main Lobby		
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)		2.Applicant		
3. Passport biopage, passport bearing the visa implementation page and latest departure stamp (1 photocopy)		3.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and transmit the same to the assessors at Windows 6-8 for derogatory checking, assessment of fees and issuance of Order of Payment Slip (OPS).	None	10 minutes	<i>Staff</i> ARD-OSAU <i>Staff</i> Windows 9-10 G/F
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Refer to the table of fees below	10 minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16, G/F)
3. Submit the OR.	3. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's O.R. the ECC/CE-B number and RP/SRC validity.	None	5 Minutes	<i>Staff</i> ARD-OSAU (Windows 9-10 G/F)



4. Claim the OR with notation of RP/SRC Validity	4. Release O.R. to the applicant.	None	2 Minutes	<i>Staff</i> <i>ARD-OSAU (Windows</i> <i>9-10 G/F)</i>
	TOTAL:	None	27 minutes (up to 1 day)	

RP/SRC (1 YEAR) ADULT- Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS.) ADULT- Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)
RP/SRC (1 YEAR) MINOR- Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS) MINOR- Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of

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reporting for such alien.

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1 of ARD-FS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer/s in Room 214



2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	<i>Cashier</i> Cash Section
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	

4. ACR I-Card Issuance, Re-issuance, and Renewal

4.1. Issuance of ACR I-Card (New)

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3). TRV (Temporary Resident Visa; (4) 13A Probationary; (5) 13A-Amendment to Permanent;(6) 13G; (7) 13C; (8) MCL-07-021 Probationary; (9) MCL-07-021 Permanent; (10) Sec13-Quota; (11) SVEG; (12) 13B; and (13)13E



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Public Information Assistance Unit (PIAU)		
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant		
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub at Windows 3 (or 4))	1 Final review of ACR I- Card Application upon receipt of CGAF from Fingerprint Section.	None	2 minutes per application	<i>Reviewer</i> ARD-CGAF Unit
None	1.1 Encode and prepare transmittal of reviewed CGAF to the Records Section.	None	1 minute per Application	<i>Staff/Job Order</i> ARD-CGAF Unit
None	1.3 Verify, Approve, and Sort ACR I-Card application based on the approved BOC agenda.	None	3 days upon receipt of Approved BOC Order	<i>Chief</i> ARD
None	1.4 Print the ACR I-Card.	None	5 minutes	<i>Staff</i> Window 43 (Data Trail)
None	1.5 Release the ACR I-Card.	None	5 minutes	<i>Staff</i> Alien Registration Division (ARD) Windows 3 or 4



	TOTAL	None	3 days and 13 minutes	
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4.2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV- Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	1. Public Information Assistance Unit (PIAU)
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier

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For Lost ACR I-Card:				
A. Affidavit of Loss (1 Copy)		A. Notary Public		
B. Police Report on Loss of ACR I-Card		B. PNP		
For Amendment of the following:				
A. Name -Court Order (if applicable) (1 Copy)		A. Court		
B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)		B. Court		
C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)		C. Report of marriage where the marriage took place		
D. Address -Certificate of Residence from the Barangay Captain (1 Copy)		D. Office of the Barangay		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Claim the ACR I-Card (applicant must present the visa implemented on passport, claim stub, and old i-card at Windows 3 or 4)	1. Final review of ACR I-Card Application upon receipt of CGAF from Fingerprint Section.	None	2 minutes per application	Reviewer ARD- CGAF Unit
	1.1 Verify, approve, and sort ACR I-Card application based on the approved BOC agenda.	None	3 days upon receipt of Approved BOC Order	Chief ARD
	1.2 Print the ACR I-Card.	None	5 minutes	Staff Window 43 (Data Trail)
	1.3 Release the ACR I-Card.	None	5 minutes	Staff Alien Registrati on Division (ARD) Windows 3 or 4
	TOTAL	None	3 days and 12 minutes	



4.3. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) permanent resident visa (except native-born visa),
- (ii) temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Tacloban Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-002 Rev 0	ARD Certificate Section Room 210 window	
112815440. Original ACR I-Card	From applicant	
112814976. Photocopy of passport bio-page, visa implementation and latest admission with valid authorized stay.	From applicant, Photocopier service available at G/F Canteens for Xerox of applicants documents	
4. Additional Requirements: A. Letter request for early renewal or explanation for late renewal B. For a Lost ACR I-Card: (i)Letter request (ii)Affidavit of Loss (iii)Police Report	(A) From applicant (B) Lost ACR I-Card (i)Applicant	



<p>(iv)Biometric (fingerprinting) capturing after filing of application</p> <p>C. For Amendment/s:</p> <p>▪Name/DOB:</p> <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>(ii) Affidavit of Change of Civil Status</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>(ii)Applicant, notary service available outside of Bureau</p> <p>(iii)nearest Police Station where lost occurred.</p> <p>(iv)ARD Fingerprint Section (ARD-FS)</p> <p>C. Amendment/s</p> <p>▪Name/DOB:</p> <p>(i)Issuing Court (ii)PSA</p> <p>(iii) from applicant, notary service available outside of Bureau</p> <p>(iv) ARD Fingerprint Section</p> <p>▪Citizenship/Nationality:</p> <p>(i) from applicant</p> <p>(ii) from applicant, notary service available outside of Bureau</p> <p>▪Civil Status:</p> <p>(i)PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii)from applicant, notary service available outside of Bureau</p> <p>▪Address:</p> <p>(i) LGU of applicant's place of residence</p> <p>(ii) from applicant, notary service available outside of Bureau</p>
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<p>D. For a Damaged ACR I-Card: (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	<p>D. Damaged ACR I-Card: (i) from applicant (ii) Cashier window Nos.13-16, secure assessment of fees at ARD Certificate Section Room 210 window prior to payment From applicant, Photocopier service available at G/F Canteens for Xerox of applicants documents</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 minutes	<i>Registration Officer /Job Order/Immigration Officer ARD-CS</i>
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to CS Registration Officer after payment of fees. 2.2 Sign the Checklist of Requirements.	None	15 minutes	<i>Registration Officer ARD-CS</i>

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3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	10 minutes	<i>Cashier</i> Cash Section
4. Proceed to the Alien Registration Division- Fingerprint Section (ARD-FS) for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I- card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	5 minutes	<i>Fingerprint Operator/Fingerprint Examiner</i> ARD-FS
5. Submit the application for blocking of ACR I-Card	5. Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	<i>Registration Officer</i> ARD-CS
	5.1 Review the application.	None	1 hour	<i>Acting Chief</i> ARD-CS
	5.2 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None	2days	<i>Deputy Chief and Chief</i> <i>Alien Registration Division</i> ARD
	5.3 Transmit the total number of approved applications to the Property Management Section. Property Management Section issues blank Card to Data Trail Inc., Office.	None	1hr	<i>Staff</i> ARD-Proper
	5.4 Print the ACR I-cards.	None	3 days	<i>Staff</i>

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				Data Trail Inc.
	5.5 Transmit the printed ACR I-Cards to the ARD ACR I- Card Releasing Unit.	None	1 hour	<i>Staff</i> Data Trail Inc.
	5.6 Check the list in the transmittal and receive the printed card.	None		<i>Staff</i> ARD ACR I-Card Releasing Unit
6. To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	None	5 minutes.	ARD staff
	TOTAL	None	5 days, 3 hours, and 50 minutes	

A	For Lost ACR I-Card: •ACR I-Card fee • <u>Express Lane fee</u> •D.O. CRTV/CRTS/CRTT/CRPE-(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	with Amendment/s: •Amendment fee/item •Admin.Fine/month if applicable •Admin.Fine/year if applicable	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 •Express Lane fee	US \$50.00 (BSP Forex Rate) <u>P 500.00</u>
	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00

5. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Tacloban Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> ▪ The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ▪ Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) ▪ Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, 	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>



Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

112815696. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

189870208. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)

112815528. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1



<p>photocopy) with original receipt</p> <p>112815656. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>189870248. If petitioner is a: .Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor's Permit for the current year</p> <p>i. Sole Proprietorship - Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each)</p> <p>189870336. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p>
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<p>189870376. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>189870416. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>189870464. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates Department of Trade and Industry (DTI)</p>
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<p>189870504. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>189870544. Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>.If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>189870632. Bureau of Immigration Clearance Certificate (1 original for each</p>	<p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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<p>dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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	Window 44, Ground Floor, BI Main Office Building
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>
<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p>



<p>Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Assessor Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Acting Chief Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>

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<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
<p>None</p>	<p>6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building</i></p>
<p>None</p>	<p>8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend approving or denying the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD Hearing Officer VTF, LD Fourth Floor, BI Main Office Building</i></p>

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None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> <i>Second Floor, BI Main Office Building</i>
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> <i>Fourth Floor, BI Main Office Building</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>The Board Secretary Office of the Board Secretary</i> <i>Second Floor, BI Main Office Building</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Chief Alien Registration Division (ARD)</i> <i>Window 4, Ground Floor, BI Main Office Building</i>



TOTAL	Refer to table below	39 days, 4 hours and 42 minutes	
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CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)

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CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



6. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Tacloban Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



IMPORTANT NOTE 1: Authorized representatives are:

- The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

189870720. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees

<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>189870976. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>189897088. Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>189897168. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Acting Chief</i> <i>Alien Registration Division (ARD)</i> <i>Windows 11 or 18, Ground Floor, BI Main Office Building</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Acting Chief Central Receiving Unit (CRU), Ground Floor, BI Main Office Building,</i> <i>or</i> <i>Assessor</i>

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assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			<i>Windows 12 or 17, Ground Floor, BI Main Office Building, or</i> <i>Assessor</i> <i>Room 422, Fourth Floor, BI Main Office Building</i>
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Acting Chief</i> <i>Cash Section Windows 13-16, Ground Floor, BI Main Office Building</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Acting Chief</i> <i>Central Receiving Unit (CRU)</i> <i>Window 20, Ground Floor, BI Main Office Building</i>
None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 minutes per application	<i>Acting Chief</i> <i>Visa Task Force (VTF)</i> <i>Legal Division</i> <i>Room 425, Fourth Floor, BI Main Office Building</i>
7.1. Attends the photo and biometric capturing schedule indicated in the	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	5 minutes per application	<i>Acting Chief</i> <i>Fingerprint Section,</i> <i>Alien Registration Division</i>

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official receipt (only for four [4] years old and above) 8.2. Secures the claim stub for ACR I-Card				(ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD Hearing Officer VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main

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				<i>Office Building</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>The Board Secretary Office of the Board Secretary Second Floor, BI Main Office Building</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building</i>
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00

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1. Visa Fees 2. ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

7. 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 and Medicine program at a duly accredited learning institution.

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* 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:	Tacloban Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner	

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signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	1. Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	nd BI website or Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	189897296. Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	189897344. Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	189897256. Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation

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9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 days (Express) 3-7 days (Regular)	Evaluation Officer Window 2, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
	2.1 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p>		<p><i>Cashier</i> Window 1, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.</p>	<p>4. Process the capturing of subject's biometric information (photograph and fingerprint).</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Data capture staff/ officer</i> Window 5, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>Submit the claim stub.</p>	<p>5. Implement the duly approved visa on subject's passport and release the passport with implemented visa and ACR I-Card.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Implementors</i> Window 3, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex</p>



TOTAL:	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	3 days	
	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	7 days	

2. Student Visa Extension

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:	Tacloban Immigration District Office
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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		1. Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		2. BI website or Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
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;		Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;		Previous school
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;		Commission on Higher Education

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7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
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	Bureau of Quarantine
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).	National Bureau of Investigation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-3 days (Express)	<i>Evaluation Officer</i> Window 2, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall

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			7 days (Regular)	Complex
	2.1 Issue the Order of Payment Slip (OPS).	None	10 minutes	Assessors Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment) REGULAR: Php 5,530.00 plus ACR I-	10 minutes	Cashier Window 1, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10 minutes	Data capture staff/ officer Window 5, Student Visa nd Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
5. Submit the claim stub	5. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I- Card.	None	15 minutes	Implementors Window 3, Student Visa nd Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex



TOTAL	Express	Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	3 days	
	Regular	Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	7 days	

9. 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:	Tacloban Immigration District Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)



Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form.</p>	<p>1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>5 to 10 minutes</p>	<p><i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p>	<p>None</p>	<p>1 to 2 days (Express) 3 days (Regular)</p>	<p><i>Evaluation Officer</i> Data entry staff/ officer Window 2, Student Visa Section, 2nd floor, Civic Center Building C, Quezon City Hall Complex</p>
	<p>2.1 Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Assessors</i> Window 2, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	<p>10 minutes</p>	<p><i>Cashier</i> Window 1, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>4. Submit the claim stub</p>	<p>4. Release of passport, and copy of permit to applicant.</p>		<p>5 minutes</p>	<p><i>Implementer</i> Window 3, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>TOTAL</p>	<p>Express</p>	<p>Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	<p>3 days</p>	
	<p>Regular</p>	<p>Php 3,740.00 plus ACR I-Card Fee</p>	<p>7 days</p>	



		U.S. \$50.00 (BSP Forex Rate)		
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10. School Accreditation

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Tacloban Immigration District Office
Classification:	G2B – Government to Business
Type of Transaction:	Simple
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	1.Applicant School

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2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed and received by the SEC	2. SEC
3. Latest valid Business Permit	3. LGU
4. Latest valid Sanitary Permit	4. LGU
5. Latest Fire Safety Inspection Certificate	5. LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	Evaluation Officer <i>Data entry staff/ officer</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex

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	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to10 minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to10 minutes	<i>Cashier</i> Window 1, student visa section, 2 nd floor, Civic Center Building C, Quezon City hall complex
4. Present the notice of payment	4. Issue Order of Payment Slip (OPS) for Accreditation fee.	None	5 to10 minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
5. Present the OPS to the Cashier for payment.	5. Issue the OR and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to10 minutes	<i>Cashier</i> Window 1, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
6. Present the Official Receipt / Claim Stub	6. Release the Accreditation Order duly signed by the Commissioner.	None	5 minutes	<i>Implementors</i> Window 3, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex



TOTAL	Express	Php 1010.00	7 days	
	Regular	Php 510.00	1 month	

10.1. Issuance of Certificate of School Accreditation (Public)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Tacloban Immigration District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School
2. Certified True Copy of Charter for State Universities and Colleges;	Applicant School Records



3. Latest valid Sanitary Permit		LGU		
4. Latest Fire Safety Inspection Certificate		LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	<i>Evaluation Officer Data entry staff/ officer</i> Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to 10 minutes	<i>Cashier</i> Window 1, student visa section, 2 floor, Civic Center Building C, Quezon City hall complex



4. Present the notice of payment.	4. Issue the OPS for Accreditation fee.	None	5 to10 minutes	<i>Assessors</i> Window 2, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5-10 minutes	<i>Cashier</i> Window 1, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
6. Present the OR / Claim Stub	6. Release the Accreditation Order duly signed by the Commissioner.	None	5 minutes	<i>Implementors</i> Window 1, Student Visa Section, 2 floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 1010.00	7 days	
	Regular	Php 510.00	1 month	

11. Boarding Formalities

Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction

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Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority	
2. Completely filled out e-travel pass	https://etravel.gov.ph	
Additional Requirements (If applicable)	Philippine Foreign Service Post, BI	
1. Valid visa (Tourist Entry Visa/Immigrants/Non-Immigrant/Special Non-Immigrant Visa)		
2. Return/ Onward ticket (Tourist)	Airline/Shipping line	
3. Valid ACR I-Card (Non-immigrants/ Immigrants/Special visa holders)	Alien Registration Division (ARD)-BI	
4. Re-entry Permit (RP) for immigrants and valid Special Return Certificate (SRC) for non-immigrants	ARD, Designated Cashiers- BI Main Office, Support Offices, or International Ports of Entry and Exit	
5. Special Retirees Resident Visa (SRRV) Identification Card (ID)	Philippine Retirement Authority (PRA)	
6. Special Investor's Resident Visa (SIRV) ID	Board of Investment (BOI)	
7. Travel Authority/ Mission Order and Identification Card of Military Personnel under PH-US Balikatan	United States of America (USA) Government	
8. Proof of accommodation/hotel booking	Hotel/Accommodation Facility	
9. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with parents)	BI-International Ports of Entry	
10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	BI- Main Office, Certification and Clearance Section(CCS)	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year) Php 2,170 (6 months) Php 1920 (Student)	15 seconds	<i>Immigration Officer</i>
		Php 3120 (WEG)		
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts 2.1 Ask questions for evaluation purposes	None	10 seconds 10 seconds	<i>Immigration Officer</i>
3. Follow instructions and awaits the decision of Immigration Officer 3.1 Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if	3. Capture photo and fingerprint *Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel) *Refers to travel document verification, if the genuineness of passport/travel document and other	None	25 seconds	Immigration Officer Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control Enforcement Unit



applicable	immigration supporting documents is doubtful.			(TCEU) Anti-Fraud Section (AFS)
4. Await the release of passport/ travel document	4. Allow entry of foreign national, affixes the arrival stamp, flight number, admission status and validity of stay. In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.	None	30 seconds	Immigration Officer
	TOTAL	None	90 seconds	

11.2. Arrival Formalities for Philippine Passport/Travel Document Holders

All Philippine passport/travel document holders shall be required to undergo immigration arrival formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	All Philippine passport/travel document holders



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid passport/ travel document		Department of Foreign Affairs (DFA)		
2. Completely filled-out e-travel pass		https://etravel.gov.ph		
Additional requirements 1. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.		Bureau of Immigration (BI)-Certification and Clearance Section(CCS), Ground floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. 1.1 Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Asks questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>
3. Follow instructions and awaits the decision of Immigration Officer Responds to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable	3. Captures photo and fingerprint *Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refers to travel document verification, if the genuineness of passport/travel document and other immigration supporting			<i>Immigration Officer/ Border Control Intelligence Unit (BCIU) personnel/ Duty Immigration Supervisor (DIS)/</i>



	documents is doubtful.	None	25 seconds	<i>Travel Control Enforcement Unit (TCEU)</i> <i>Anti-Fraud Section (AFS)</i>
4. Await the release of passport/ travel document	4. Allow entry of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. In case the Philippine passport/travel document holders have an active derogatory record, they shall be subjected to secondary inspection for proper disposition.	None	30 seconds	<i>Immigration Officer</i> <i>Immigration Officer/DIS/BCIU</i>
	TOTAL	None	90 seconds	

11.3. Departure Formalities for Foreign Passport / Travel Document Holders

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Foreign passports or Travel Document Holders



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Boarding pass	Airline/Shipping Line
3. Completely filled out departure card	Airline/Shipping Line/BI
Additional requirements (if applicable) 1. ACR I-card (Immigrants/ Non-immigrants/Special Non-Immigrants) or authorized agency issued ID for Special Non-immigrants	Alien Registration Division (ARD), BOI, PRA
2. Certificate of Not The Same Person (NTSP)	BI-CCS
3. Allow Departure Order (ADO), Lifting Order (LO), if applicable	BI-Main Office, Intramuros, Manila
4. Emigration Clearance Certificate (ECC)-A, if applicable	ARD or Alien Control Officers (ACOs) of Support Offices, BI
5. Payment of Re-Entry Permit (RP) or Special Return Certificate (SRC), and visa extension if applicable	ARD, Support Offices, Cashiers at International Ports of Entry and Exit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Present passport/travel document and all other required documents</p>	<p>1. Receive and assess pertinent documents from the foreign national.</p> <p>1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.</p>	<p>Payment for RP/SRC</p> <p>Php 2,880 (1 Year)</p> <p>Php 2 170 (6 months)</p> <p>Php 2,520 (1 Year extension)</p> <p>Php 2 020 (6 months extension)</p>	<p>15 seconds</p>	<p><i>Immigration Officer</i></p>
<p>2. Respond to questions asked by Immigration Officer</p>	<p>2. Check derogatory records/active alerts</p> <p>Asks questions for evaluation purposes</p>	<p>None</p>	<p>20 seconds</p>	<p><i>Immigration Officer</i></p>
<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer/ Cashier</i></p>



4. Await the release of passport/ travel document	4. Allow exit of foreign national, affixes the departure stamp, and flight number In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.	None	25 seconds	Immigration Officer Immigration Officer/DIS/ TCEU BCIU
	TOTAL		90 seconds	

11.4. Departure Formalities for Philippine Passport / Travel Document Holders

All departing Philippine passports or Travel Document Holders shall undergo Immigration departure formalities to ensure compliance with existing laws, rules, and regulations.

Office or Division:	Tacloban Immigration District Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Philippine passports or Travel Document Holder

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Department of Foreign Affairs (DFA)
2. Boarding pass	Airline/Shipping Line
3. Filled out departure card	Airline/Shipping Line/BI

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Additional requirements, if applicable	Concerned visa issuing authority
1. Valid Visa required by the country of destination	
2. Travel Declaration and Acceptance of Terms and Risk Form	Airline Counter/Immigration Departure Area
3. Travel and health insurance	Travel and health insurance company of the passenger
4. Confirmed round trip ticket for tourist	Airline/Travel Agency
5. Department of Social Welfare and Development (DSWD) Clearance for minors	Department of Social Welfare and Development (DSWD)
6. Pre-departure Orientation Seminar (PDOS) and CFO certificate for: a. First time Immigrant visa holders (emigrants) b. Filipino Fiance/Spouse/Partner of Foreign National/Former Filipino Citizen/ Dual Citizen with Visa and CFO Guidance and Counseling Certificate c. Au Pair bound for Europe d. Students issued of J1 Visa bound for United States of America (USA) Others (please refer to CFO website at https://cfo.gov.ph)	Commission on Filipino Overseas (CFO)
7. PDOS Certificate, valid work visa and contract for first time OFW	CFO,OWWA, Visa Issuing Authority and Employer
8. Overseas Employment Certificate (OEC) for Overseas Filipino Workers (OFW)	Philippine Overseas Employment Administration (POEA)
9. Travel Authority (TA) for government employees	Employer Government Institution
10. Seafarer's Identity Document (SID) and Seafarer's Record Book	Maritime Industry Authority (MARINA)
11. Certificate of Not the Same Person (NTSP) for those with the same name found in the BI Derogatory Record Database	BI-Main Office-CCS
12. Allow Departure Order (ADO) for passengers with active Hold Departure Orders (HDO) and Watch List Orders (WLO)	BI Main Office, Intramuros, Manila



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. Checks the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	Immigration Officer
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Ask questions for evaluation purposes	None	20 seconds	Immigration Officer
3. Follow instructions and awaits the decision of Immigration Officer Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable	3. Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.		30 seconds	Immigration Officer Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control Enforcement Unit (TCEU) Anti-Fraud Section (AFS) personnel
4. Await the release of passport/ travel document	4. Allow exit of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. In case the Philippine passport/travel document holders has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.	None	25 seconds	Immigration Officer Immigration Officer/DIS/ Border Control Intelligence Unit (BCIU) personnel

12. Motion for Reconsideration



It is the legal remedy given to aliens whose ACR I-card applications were dismissed (without prejudice) for breach of any provisions of THE ALIEN REGISTRATION ACT OF 1952 as amended, its implementing rules and regulations, the completeness rule and other related issuances. Said Motion for Reconsideration must be filed within the reglementary period provided for in the Notice of Dismissal, that is, 10-15 days from receipt of the Order of Dismissal. However, no Motion for Reconsideration shall be entertained for applications dismissed WITH PREJUDICE except those with approved resolutions or orders from the Commissioner or Board of Commissioners, as the case may be.

12.1. Motion for Reconsideration (MR) of Dismissed ACR I-Card not requiring the Commissioner's Approval

Office or Division:	Tacloban Immigration District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-ard applications due to violation of BI Memorandum Circular RADJR- 2012-10, Sec. 4 or the Completeness Rule	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished General Application Form/Renewal Form, as applicable		Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit
2. Duly Notarized Letter for Motion for Reconsideration		
3. Photocopy of Alien Employment Permit (AEP), as applicable		Client
4. Latest arrival stamp and departure		Department of Labor and Employment (DOLE)

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5. Barangay Certificate/ Clearance, as applicable	Client
6. Police Clearance, as applicable	Barangay Hall
7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	PNP Station Client
8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable	BI- Records Section
9. Proof of payment for ACR I-card cancellation fees, as applicable	
10. Proof of payment of visa application, as applicable	Official receipt issued by Cashier
11. Photocopy of TIN ID, as applicable	Official receipt issued by Bureau of Internal Revenue
12. Photocopy of ID of liaison officer/accredited representative	Client/ Accredited Representative
13. Birth Certificate/ Marriage Certificate, as applicable	Philippine Statistics Authority Client/ BI-Records Section
14. Certified true copy of Board of Commissioner (BOC) Visa Order, as applicable	Client being represented
15. Special Power of Attorney (SPA), as applicable	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	<i>Registration Officer ARD</i>
2. Present the OPS to the	2. Issue the Official Receipt (OR).	FEE: Php 500.00 LRF: Php 10.00 ELF: Php 500.00	10 minutes	<i>Cashier Cash Section</i>
3. Submit the MR and other documentary requirements to the Central Receiving Unit (CRU)	3. Receive and transmit the MR to ARD-Proper for appropriate action	None	1 day	<i>Staff Central Receiving Unit (CRU)</i>
	3.1 Transmit the MR to ARD-RIU.	None	2 hours	<i>Staff ARD-Proper</i>
	3.2 Receive, record in the database and request the application folder of the applicant with dismissed/denied ACR I-Card from the Records Section.	None	1 hour	<i>Review Officer ARD- RIU</i>
	3.3 Transmits the requested application folder to ARD-RIU.	None	1day	<i>Staff Records Section</i>
	3.4 ARD-RIU staff endorses the application to the Review Officer for preparation of NWR/ Resolution (includes request for supporting documents and verifications, as deemed necessary)	None	3 days	<i>Review Officer ARD- RIU</i>

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	3.5 Reviews the NWR/Resolution.	None	2 hours	<i>Unit Head ARD- RIU</i>
	3.6 Approve/disapprove the NWR/Resolution.	None	1 day	<i>Chief ARD</i>
4. Receive the Resolution on the Motion for Reconsideration.	10. Notify the applicant of conditions imposed on the approved applications, if any.	None	1 day	<i>Reviewer ARD- RIU</i>
	TOTAL	Php 1,010.10	7 Working days, 5 hours and 15 minutes	



12.2. Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner's Approval.

Office or Division:	Tacloban Immigration District Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications due to violation of RA 562	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly accomplished General Application Form/Renewal Form, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit
	2. Duly Notarized Letter for Motion for Reconsideration	Client
	3. Photocopy of Alien Employment Permit (AEP), as applicable	Department of Labor and Employment (DOLE)
	4. Photocopy of passport's biopage/ latest arrival stamp and departure stamp/ old ACR I-card, , as applicable	Client
	5. Barangay Certificate/ Clearance, as applicable	Barangay Hall
	6. Police Clearance, as applicable	PNP Station
	7. Affidavit of Loss/ Change of address/status/ nationality, as applicable	Client

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<p>8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable</p> <p>9. Proof of payment for ACR I-card cancellation fees, as applicable</p> <p>10. Proof of payment of visa application, as applicable</p> <p>11. Photocopy of TIN ID, as applicable</p> <p>12. Photocopy of ID of liaison officer/accredited representative</p> <p>13. Birth Certificate/ Marriage Certificate, as applicable</p> <p>14. Certified true copy of Board of Commissioner (BOC) Visa Order</p> <p>15. Special Power of Attorney (SPA), as applicable</p>	<p>BI- Records Section</p> <p>Official receipt issued by Cashier</p> <p>Official receipt issued by Cashier Bureau of Internal Revenue Client/ Accredited Representative Philippine Statistics Office</p> <p>Client/ BI- Records Section</p> <p>Client being represented</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the Motion for Reconsideration (MR) and other documentary requirements.</p>	<p>1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Registration Officer</i> ARD</p>



<p>2. Presents the OPS to the Cashier for payment.</p>	<p>2. Issue the Official Receipt (OR).</p>	<p>Motion for Reconsideration Fee: Php 500.00</p> <p>Legal Research fee: Php 10.00</p> <p>Express Lane Fee: Php 500.00</p> <hr/> <p>Other Fees/Fines, if any: Change of address/civil status: P200 per month or P 2,000 per year</p> <p>Refiling fees: \$50 + P 500</p> <p>Late payment of Renewal: P 2,000</p> <p>Annual Report: P200 per month or P 2,000 per year</p> <p>Re-registration fine: P200 per month</p>	<p>10 minutes</p>	<p><i>Cashier</i> Cash Section</p>
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3. Proceed to the Registration Officer.	3. Amend the address or civil status, as deemed necessary.	None	5 minutes	Registration Officer ARD
4. Submit the MR and other documentary requirements to the Central Receiving Unit (CRU)	4. Receive and transmit the MR to ARD-Proper for appropriate action	None	1 day	Staff CRU
	4.1 Transmits the MR to ARD-RIU.	None	2 hours	Staff ARD
	4.2 Receive, record in the database and request the application folder of the applicant with dismissed/denied ACR I-Card from the Records Section.	None	1 hour	Review Officer ARD- RIU
	4.3 Transmit the requested application folder to ARD-RIU.	None	1 day	Staff Records Section
	4.4 ARD-RIU staff endorses the application to the Review Officer for preparation of NWR/ Resolution (includes request for supporting documents and verifications, as deemed necessary).	None	3 days	Review Officer, ARD- Review and Inspection Unit
	4.5 Review the NWR/Resolution.	None	2 hours	Unit Head ARD- RIU
	4.6 Recommend the approval/disapproval of the MR through NWR/Resolution.	None	1 day	Chief ARD
	4.7 ARD forwards to OCOM for the Commissioner's approval or disapproval of the recommendation.	None	1 day	Staff ARD Proper
	12. Office of the Commissioner forwards the approved/disapproved NWR/Resolution to ARD or	None	1 day	Staff Office of the Commissioner



	Legal Division.			
	13. Notify the applicant on the action taken and further require the payment of fees, as applicable	None	1 day	Review Officer ARD- RIU
	TOTAL	None	9 working days, 5 hours and 20 minutes	

12.3. Motion for Reconsideration of Dismissed ACR I-Card requiring the Commissioner’s Approval (Involving Native Born Applications from Intel Division)

Office or Division:	Tacloban Immigration District Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens with dismissed ACR I-Card applications



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished General Application Form/Renewal Form, as applicable 2. Duly Notarized Letter for Motion for Reconsideration 3. Photocopy of Alien Employment Permit (AEP), as applicable 4. Photocopy of passport's biopage/ latest arrival stamp and departure stamp/ old ACR I-card, as applicable 5. Barangay Certificate/ Clearance, as applicable	Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit Client Department of Labor and Employment (DOLE) Client Barangay Hall
6. Police Clearance, as applicable 7. Affidavit of Loss/ Change of address/status/ nationality, as applicable 8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable 9. Proof of payment for ACR I-card cancellation fees, as applicable 10. Proof of payment of visa application, as applicable	PNP Station Client BI- Records Section Official receipt issued by Cashier Official receipt issued by Cashier Bureau of Internal Revenue Client/ Accredited Representative Philippine Statistics Office Client/ BI- Records Section Client being represented

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<p>11. Photocopy of TIN ID, as applicable</p> <p>12. Photocopy of ID of liaison officer/accredited representative</p> <p>13. Birth Certificate/ Marriage Certificate, as applicable</p> <p>14. Certified true copy of Board of Commissioner (BOC) Visa Order</p> <p>15. Special Power of Attorney (SPA), as applicable</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>**Intelligence Division forwards the reports/documents/application requested to ARD-Proper</i>	None	1 day	<i>Staff Intelligence</i>
1. File the Motion for Reconsideration (MR) and other attached documentary requirements	<i>1. Receive all the documents.</i>	None		<i>Staff Intelligence Division</i>
2. Pay the MR fees and other applicable fees/fine/penalties at the Cashier	<i>2. ARD Proper forwards the documents to ARD-RIU.</i>	None	1 day	<i>Staff ARD-Proper</i>

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3. Submit the MR and documentary requirements to the Central Receiving Unit (CRU)	3, Assign the documents to the Review Officer for recommendation.	None	4 days	Review Officer ARD- RIU
4. Receiving of the Resolution on the Motion for Reconsideration	4. RIU requests for application folder/supporting documents from Records section	None	1 day	Staff ARD-RIU Staff Records Section
	4.1 Forward the recommendation of ARD-RIU to ARD-RS	None	1day	Review Officer ARD- RIU
	4.2 Registration Section forwards to ARD proper for approval of recommendation and notification to subject * Assessment of fees/fine/penalties, if any	Motion for Reconsideration Fee: P 500.00 Legal Research Fee: P 10.00 Express Lane Fee P 500.00 P 1,010 Other Fees/Fines, if any: Change of address/civil status:	1 day	



		P200 per month or P 2,000 per year Refiling fees: \$50 + P 500 Late payment of Renewal: P 2,000 Annual Report: P200 per month or P 2,000 per year Re-registration fine: P200 per month		<i>Registration Officer ARD-RS</i>
	<i>4.3 ARD to notify subject</i>	None		
	<i>*RIU reviewer shall attached a pre-drafted notification to the recommendation.</i>	None		
	<i>4.4 ARD proper will designate signatory for the notification.</i>	None		
	TOTAL		8 Working Days	



2.1. Motion for Reconsideration of Dismissed ACR I-Card Not Requiring Commissioner's Approval (For reactivation of deactivated ACR I-Card)

Office or Division:	Tacloban Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens with dismissed ACR I-Card applications	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished General Application Form/Renewal Form, as applicable		Bureau of Immigration website/ Registration Section/ Certificate Section/ Public Information and Assistance Unit
2. Duly Notarized Letter for Motion for Reconsideration		
3. Photocopy of Alien Employment Permit (AEP), as applicable		Client
4. Photocopy of passport's biopage/ latest arrival stamp and departure stamp/ old ACR I-card, as applicable		Department of Labor and Employment (DOLE)
5. Barangay Certificate/ Clearance, as applicable		Client
6. Police Clearance, as applicable		Barangay Hall
7. Affidavit of Loss/ Change of address/status/ nationality, as applicable		PNP Station

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<p>8. Certified True Copy (CTC) of ICR/NBCR/ Paper-based ACR I-card, as applicable</p> <p>9. Proof of payment for ACR I-card cancellation fees, as applicable</p> <p>10. Proof of payment of visa application, as applicable</p> <p>11. Photocopy of TIN ID, as applicable</p> <p>12. Photocopy of ID of liaison officer/accredited representative</p> <p>13. Birth Certificate/ Marriage Certificate, as applicable</p> <p>14. Certified true copy of Board of Commissioner (BOC) Visa Order</p> <p>15. Certificate of no record of visa downgrading and cancellation, as applicable</p> <p>16. Special Power of Attorney (SPA), as applicable</p>	<p>Client</p> <p>BI- Records Section</p> <p>Official receipt issued by Cashier Official receipt issued by Cashier Bureau of Internal Revenue Client/ Accredited Representative Philippine Statistics Office Client/ BI- Records Section Immigration Regulation Division</p> <p>Client being represented</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Motion for Reconsideration (MR) and other documentary requirements.	1. Evaluate the MR, assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	<i>Registration Officer ARD</i>

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR)	MR FEE: P 500.00 LRF: 10.00 ELF: 500.00	10 minutes	Cashier Cash Section
3. Submit the MR and other documentary requirements to the Central Receiving Unit (CRU)	3. Receive and transmit the MR to ARD-Proper for appropriate action.	None	1 day	Staff CRU
	4. ARD-RIU staff endorses the application to the Review Officer for preparation and recommendation for approval/disapproval of NWR/ Resolution I(including request for Certification of No Record of Downgrading or Cancellation of Visa from Immigration Regulation Division).	None	2 days	Review Officer ARD-RIU
4. Claim the Resolution	5. Release the Resolution.	None	2 hours	Staff ARD- RIU
	TOTAL	P 1,010.00	3 days, 2 hours and 15 mins	



TUGUEGARAO IMMIGRATION DISTRICT OFFICE EXTERNAL SERVICES



1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Tourist Visa Section (TVS)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form		1. BI-Tuguegarao District Office/BI Counter 1
2. Passport of the applicant (original)		2. Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)		3. Applicant
<i>Additional requirements per visa category:</i>		
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable		4. Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1.1 Review the completeness of application	None	3 Minutes	Assessors BI-Tuguegarao
	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	3 Minutes	BI-Tuguegarao
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	3 Minutes	BI-Tuguegarao
	1.4 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	3 Minutes	BI-Tuguegarao
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane:	3 Minutes	Cashier BI-Tuguegarao

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php 3,030 w/ valid visa Php 4,040 w/ expired visa		
3. Submit the OR.	3.1 Approval of visa extension	None	3 Minutes	<i>Visa Approving Officer BI-Tuguegarao</i>
	3.2 Implementation of visa extension	None	3 Minutes	<i>Visa Approving Officer BI-Tuguegarao</i>
	3.3 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	None	<i>Staff-in-charge None</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Staff-in-charge BI Tuguegarao</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Staff-in-charge Bi-Tuguegarao</i>
TOTAL if processed under Express Lane	Php 3,030	25 Minutes		
TOTAL if processed under Regular Lane		None		



2. 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:	Immigration Regulation Division (IRD) – Tuguegarao District Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;		1. Applicant/client & petitioning school
2. Duly 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;		2. BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page and latest admission with valid authorized stay;		3. Applicant
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students,		

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indicating the number of months (length of study) or the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;	4.Petitioning school
5.Photocopy of BI school accreditation ID of the registrar or school representative;	5.Petitioning school
6.National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6.National Bureau of Investigation
BI Clearance Certificate.	BI-Tuguegarao District Office-Tuguegarao City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 8 minutes	<i>Receiving staff/officer</i> Information Counter, Tuguegarao District Office- Tuguegarao City
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	1 day/ Express	<i>Evaluation Officer</i> Data entry staff/ officer Tuguegarao District Office- Tuguegarao City
	2.2 Issue the Order of Payment Slip (OPS)	None	5 minutes	Assessors BI-Tuguegarao District Office-Tuguegarao City

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 <i>(BSP Forex Rate)</i></p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 <i>(BSP Forex Rate)</i></p>	5 minutes	Cashier BI-Tuguegarao District Office-Tuguegarao City
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		3 minutes	Implementor Tuguegarao District Office-Tuguegarao City
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 <i>(BSP Forex Rate)</i>	7 days	



3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, BI Tuguegarao District Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, BI Tuguegarao District Office
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	ARP Counter, BI Tuguegarao District Office
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant

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7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>BI Tuguegarao/ Staff Tuguegarao District Office</i>
2. Secure the Order of Payment Slip (OPS).	2. The BI Tuguegarao staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	10 minutes	<i>Assessor BI-Tuguegarao District Office</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Cashier BI Tuguegarao District Office</i>
4. Submit the Official Receipt (OR)	4. BI Tuguegarao staff receives the OR and issues claim stub.	None	Within the day	<i>Receiving/Releasing Staff- BI Tuguegarao District Office</i>
	4.1 For Fingerprint Verification, BI Tuguegarao staff encodes and prints the ECC/CE for review of the BI Tuguegarao Chief.	None		<i>Fingerprint Examiner/ ECC Typist BI Tuguegarao Staff Chief BI Tuguegarao</i>
	4.2 Final review and approval	None	Within the day	<i>BI Tuguegarao Chief</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Presents the claim stub	5. Releases the approved ECC/CE	None	2 minutes	<i>Receiving/Releasing Staff BI Tuguegarao</i>
	TOTAL:		Within the day	
Transaction for Adult with previous extensions or updates Emigration Clearance Certificate (Php700) + LRF (Php 10) ACR Fee (Php 1,000) + LRF (Php 10) Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10) Express Lane Fee (Php 500), <i>if all fees paid</i> Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country ACR I-Card Fee (50 USD, BSP Forex rate)+ Express				

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Lane Fee (Php 500)				
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)				
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year				
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year				
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>				



4.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/ BI Tuguegarao District Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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	1. Applicant/client & petitioning school
	2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

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3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	3. Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	4. Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	5. Previous school
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;	6. Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	7. Petitioning school
8. BI Clearance Certificate;	8. BI Tuguegarao District Office
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	9. Bureau of Quarantine
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).	10. National Bureau of Investigation

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	3 to 5 minutes	<i>Receiving staff/officer</i> Information Counter, BI- Tuguegarao District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-day (Express) 7 days (Regular)	Evaluation Officer BI Tuguegarao District Office
	2.1 Issue the Order of Payment Slip (OPS).	None	3 to 5 minutes	<i>Assessors</i> BI Tuguegarao District Office

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	<p>6 minutes</p>	<p>Cashier BI Tuguegarao District Office</p>
<p>4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt</p>	<p>4. Process the capturing of subject's biometric information (photograph and fingerprint).</p>	<p>None</p>	<p>For schedule 2 days</p>	<p><i>Data capture staff/ officer</i> Window 5, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>
<p>5. Submit the claim stub</p>	<p>5. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.</p>	<p>None</p>	<p>15 minutes</p>	<p>Implementors Tuguegarao District Office</p>
<p>TOTAL</p>	<p>Express</p>	<p>Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	<p>3 days</p>	

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	Regular	Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	7 days	
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5. 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 and Medicine program at a duly accredited learning institution.

** 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 (IRD) – Student Visa Section (SVS)/ BI Tuguegarao District Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by	1. Applicant/client & petitioning school

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the authorized school liaison and applicant, using the school letterhead with dry seal;	
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Information Counter, BI Tuguegarao District Office
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	3. Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	4. Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	5. Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in	6. Commission on Higher Education

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
case of Medicine/Dentistry;				
7.CHED Endorsement for transfer and shifting of course, if applicable;	7.Commission on Higher Education			
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);	8.National Bureau of Investigation			
9.Photocopy of BI school accreditation ID of the registrar or school representative;	9.Applicant			
10.BI Clearance Certificate; and	10.BI Tuguegarao District Office			
11. Valid Passport	11.Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, BI Tuguegarao District Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 days (Express) 3-7 days (Regular)	Evaluation Officer BI Tuguegarao District Office
	2.1 Issue the Order of Payment Slip (OPS).	None	5 minutes	<i>Assessors</i> BI Tuguegarao District Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i></p>	5 minutes	<i>Cashier</i> BI Tuguegarao District Office

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt. _	4. Process the capturing of subject's biometric information (photograph and fingerprint).	None	For schedule Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex 2 days	Data capture staff/ officer Window 5, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
5. Submit the claim stub.	5. Implement the duly approved visa on subject's passport and release the passport with implemented visa and ACR I-Card.	None	15 minutes	Implementors BI Tuguegarao District Office
TOTAL:	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	4 to 5 days	
	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	7 days	



6. Special Working Permit (SWP)

Office or Division:	BI Tuguegarao District Office	
Classification:	Government to Citizen (G2C) Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the petitioning company;		1. Applicant
2. Duly accomplished CGAF (BI-Form 2014-00-002 Rev 0);		2. BI Tuguegarao District Office
3. Photocopy of applicant's passport bio-page and latest admission with valid authorized stay;		3. Applicant
4. For Corporations or Partnerships: i. Machine-validated SEC Cert. of registration; ii. Articles of Incorporation iii. Gen. Information Sheet for the current year stamped by SEC;		4. Applicant
5. For Single Proprietorship:		5. Applicant
6. 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;		6. Applicant
7. 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;		

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<p>8. Any proof of possession of valid TIN of Both petitioner and applicant. For newly-incorporated corporations, a photocopy of BIR Certificate of Registration (BIR Form 2303) or latest Quarterly Income Tax Return (ITR) (BIR Form 1702Q) or official receipt of the corporation's Quarterly ITR.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	BI Tuguegarao District Office Staff
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	5 minutes	BI Tuguegarao District Office Staff
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 6,740.00	5 minutes	<i>Cashier</i> BI Tuguegarao District Office
4. Submit the claim stub.	4. Release of passport and copy of permit to applicant	None	3 minutes	Implementors BI Tuguegarao District Office
Total:	Express	Php 6,740	Within the day	



7. Reissuance of ID

Office or Division:	BI-Accreditation Unit			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Notarized Letter request addressed to the Commissioner;			Applicant	
2. Affidavit of Loss			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to BIAU.	1. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 minutes	<i>Staff</i> BI Tuguegarao District Office
	1.1 Assess the documents submitted.	None	5 minutes	<i>Reviewing Officers</i> BI Tuguegarao District Office
	1.2 Advise the client to submit lacking documents based on the initial review.	None	3 minutes	<i>Staff</i> BI Tuguegarao District Office
	1.3 Require the compliance of lacking documents.	None	3 minutes	<i>Staff</i> BI Tuguegarao District Office

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Secure the Order of Payment Slip (OPS).	2. Issue the OPS for payment of fees.	None	3 minutes	<i>Staff</i> BI Tuguegarao District Office
3. Presents the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR)	ID Fee – Php 850.00	5 minutes	Cashier Cash Section
4. Submit the OR and documents to Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex	4.1. Receive the OR.	None	2 days	<i>Staff</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	4.2. Review the submitted documents.	None	3 minutes	<i>Staff</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	4.3. Draft the Order of Approval/Disapproval.	None	1 day	<i>Staff</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	4.4 Signs the Order as the recommending approval.	None	4 hours	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	4.5 Commissioner/ Designated Deputy Commissioner approves/disapproves the Order.	None	1 day	Chief Student Visa Section
	4.6 If the Order is approved, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex staff prints the ID	None	2 hours	<i>Staff</i> Student Visa Section, 2 nd Floor,

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.7 If the Order is disapproved, SVS staff releases the Order	None	3 minutes	Civic Center Building C, Quezon City Hall Complex <i>Staff</i> Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL			4 days, 6 hours & 35 minutes	



8. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Alien Registration Division- Fingerprint Section (ARD-FS)/ BI Tuguegarao District Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		Applicant	
2. Original Passport		Applicant	
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to BI Tuguegarao District Office.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	BI Tuguegarao Staff
		Annual Report Fee: Php 300		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	5 minutes per applicant	<i>Cashier</i> <i>BI Tuguegarao District Office</i>
TOTAL:		P 310 (if no violation of Sec.10)	10 minutes	



9. Amendment of ACR I-Card entries (Address, Status, etc.)

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	Permanent Residents holding an ACR and ICR paper-based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished application form (BI Form 2015-08-006 Rev 0)		1.Window 5
2. Letter explanation stating reason/s for late filing		Applicant
3. Original ACR (to be surrendered)		
4. Certified True Copy of Immigrant Certificate of Residence (ICR)		
5. Index Card Imaging print-out from Fingerprint Section		
6. Valid passport biopage, passport pages bearing the visa implementation and latest admission. In case of new passport, photo copy of summary of latest arrival (1 photocopy)		
7. Certificate of No Travel Record issued by CCS, if no travel		
8. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (2 pieces)		
ADDITIONAL REQUIREMENTS:		
A. In case of lost ACR:		

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<p>a) Affidavit of Lost, b.) Police Report</p> <p>B. For Amendment/s:</p> <p>NAME: a.) Court Order (if applicable), b.) Amended/Corrected Birth Certificate, c.) Affidavit of Amendment of Name/ Inclusion of Name</p> <p>ADDRESS: a.) Certificate of Residence from the Barangay Captain, b.) Affidavit of Change of Address</p> <p>CIVIL STATUS: a.) Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/ Divorce Decree), b.) Affidavit of Change of Civil Status</p> <p>CITIZENSHIP: a.) Official document proving Change of Citizenship/Nationality, Affidavit of Change of Citizenship/Nationality</p>		Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the filled-out application form and documentary requirements in a long folder	1. Receive, evaluate the completeness and discrepancies of the documents submitted, conduct derogatory checking and issue the Order of Payment Slip (OPS)	None		<i>Staff</i> Window 5 G/F	

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2. Present the OPS to the cashier for payment.	2. Issue Official Receipt (OR).	Refer to the table of fees below	10 minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
3. Submit the Official Receipt (OR)	3. OSAU staff to receive Official Receipts and prepare Order of Approval for Late Filing.	None		<i>Staff</i> Window 5 G/F
	3.1 Review the Order.	None		<i>Acting Chief</i> ARD-OSAU
	3.2 Internal verification and evaluation of application.	None		<i>Staff</i> ARD-OSAU
	3.3 Final Review by the Deputy Chief and Recommending Approval by the Chief of ARD.	None		<i>Deputy Chief and Chief</i> ARD
	3.4 Final Approval of the Order.	None		Commissioner
	3.5 Approved Order is transmitted to ARD Proper for resumption of process, data encoding for Generation of Application Number and recommendation in ACR I-Card System.	None		<i>Staff</i> Datatrail Corp. G/F
4. Submit the application with O.Rs to Fingerprint Section for biometric capturing	4. Ask the applicant to proofread the encoded information, ask the applicant to sign, affix the fingerprint. Process the photo capturing and issue the claim stub.	None		<i>Fingerprint Examiner</i> Window 44 G/F
	4.1 Receive the application for data encoding in the ACR I-Card System	None		<i>Staff</i> ARD- FS

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	4.2 Transmit the application to OSAU for review of the Chief, ARD-OSAU	None		Staff ARD- FS
	4.3 Final Review by the Deputy Chief and Approval by the Chief of ARD.	None		Deputy Chief and Chief (ARD)
	4.4 Transmit the total number of approved applications with blank cards to the Data Trail Inc., Office.	None		Staff ARD-Proper
	4.5 Print the ACR I-cards.	None		Staff Data Trail Inc.
	4.6 Transmit the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit. ARD staff checks the list in the transmittal, receives the printed cards and signs Datatrail's transmittal.	None		Staff Data Trail Inc. Staff ARD- ACR I-Card Releasing Unit (Window 4 G/F)
5. Present claim stub to claim ACR I-Card	5. Release the ACR I-Card	None		ARD- ACR I-Card Releasing Unit Window 4 G/F
	TOTAL		20 working days	

ACR I-Card (50 USD, BSP Forex Rate) + Express Lane Fee (Php 500) ACR Replacement (ACR Fee- Php 1,000) + LRF (Php 10), Express Lane Fee (Php 500)
ACR Replacement (ACR Fee- Php 1,000) + LRF (Php 10), Express Lane Fee (Php 500)
Motion for Reconsideration for Late Filing (Php 500), LRF (Php 10), Express Lane Fee (Php 500)
Admin Fine for Late Filing (Php 2,000)
Motion for Reconsideration for Annual Report (Php 500) + LRF (Php 10) + Express Lane Fee (Php 500), Annual Report (Php 300) + LRF (Php 10), Admin fine Php 200/month but not exceeding of Php 2,000/year



RE REGISTRATION APPLICANTS (reaching 14 years old), if applicable
ACR Fee (Php 1,000) + ICR Fee (Php 1,400) + LRF (Php 20) + Head Tax (Php 250), Admin Fine Php200/month but not exceeding of Php 2,000/year
AMENDMENTS (Name, Change Address, Civil Status, Citizenship), if applicable
Amendment Fee (Php 500) + LRF (Php 10) + Express Lane Fee (Php 500), Admin Fine for change address Php 200/month but not exceeding of Php 2,000/year
LOST ACR, if applicable
Duplicate Original of ACR (Php 1,000), Duplicate Original of ICR (Php 1,000), LRF (Php 20) + Express Lane Fee (Php 1,000)



ANGELES IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Alien Registration Program

Office or Division:	Angeles Immigration Field Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All foreign nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Completely filled-out application form		Public Information Desk/www.immigration.gov.ph		
2. Proof of identification		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download, print and fill-out the application form from www.immigration.gov.ph and wait for the service number to be called	1. Provide queuing number		2 mins.	
2. Submit the application form in person and present competent proof of ID (passport, travel document or birth certificate at Window 4	2. Evaluate documents submitted		20 sec.	
3. Have your fingerprint and	3. Conduct capturing of biometrics		5 mins	



image captured and encoded in the database	and image			
4. Pay the necessary fees	4. Issuance of Official Receipt/s	SSRN Certificate Php 700.00 (for undocumented and overstaying foreign nationals) ACR I-Card (for newly-registered with valid status and voluntary registrants USD 50.00 + Php 500.00 ACR I-Card (for re-issuance) USD 20.00	1min. 20 sec.	
5. Receive your SSRN on the same day	5. Registration and issuance of SSRN		20 sec.	
TOTAL			9 mins	



2. Annual Report

Office or Division:	Angeles Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes, applicant may present Official receipts of previous annual report payments</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure queuing number at the Public	Provide queuing number		20 sec.	Public Information Desk Officer



Information Desk and wait for the number to be called.				
2. Submit the checklist of requirements to Annual Report Window.	1. Assess the fees and issue the Order of Payment Slip.	None	3mins and 30 sec.	Assessor
3. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	2 mins	Cashier
TOTAL:		P 310 (if no violation of Sec. 10)	5 mins and 50 sec.	



3. Emigration Clearance Certificate (ECC)

Office or Division:	Angeles Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Information Desk
	2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Information Desk
	3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	Information Desk
	4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
	5. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
	6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant



7. Orders (Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Staff-in-Charge</i> Window 4
2. Secure the Order of Payment Slip (OPS).	2. The Staff-in-Charge transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i> Window 2-3
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> Window 1
4. Submit the Official Receipt (OR)	4. Staff-in-Charge receives the OR and issues claim stub.	None	1 to 2 Days	<i>Staff-in-Charge</i> Window 4
	4.1 Staff-in-charge encodes and prints the ECC/CE for review of the Approving Officer	None		<i>Staff-in-Charge</i> Window 4



	4.2 Final review and approval	None	1 day	BI-AFO Approving Officer BI-AFO Acting Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	Releasing Staff Window 5
	TOTAL:		3 days, 38 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)	



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4. Extension of Authorized Stay of Temporary Visitors

Office or Division:	Angeles Immigration Field Office										
Classification:	Highly Technical Transaction										
Type of Transaction:	Government to Citizen (G2C)										
Who may avail:	<p>All foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories.</p> <table border="1"> <thead> <tr> <th>CATEGORY WITH AUTHORIZED STAY</th> <th>EXTENSIONS ALLOWED</th> </tr> </thead> <tbody> <tr> <td>A. For holders of British National Overseas (BNO) passports: FSC 122-119(a) : 7 Days of holders</td> <td>1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter</td> </tr> <tr> <td>B. Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days</td> <td></td> </tr> <tr> <td>C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days</td> <td>1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months</td> </tr> <tr> <td>D. For holders of Macau SAR passports; FSC 122-11; 14 Days</td> <td></td> </tr> </tbody> </table>	CATEGORY WITH AUTHORIZED STAY	EXTENSIONS ALLOWED	A. For holders of British National Overseas (BNO) passports: FSC 122-119(a) : 7 Days of holders	1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter	B. Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days		C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months	D. For holders of Macau SAR passports; FSC 122-11; 14 Days	
CATEGORY WITH AUTHORIZED STAY	EXTENSIONS ALLOWED										
A. For holders of British National Overseas (BNO) passports: FSC 122-119(a) : 7 Days of holders	1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter										
B. Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days											
C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months										
D. For holders of Macau SAR passports; FSC 122-11; 14 Days											

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Information Desk / BI Website www.immigration.gov.ph/



2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1.1 Review the completeness of application	None	5 Minutes	Assessor Window 2 or 3
	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessor Window 2 or 3
	1.3 Verify the travel record (latest arrival details, admission status, etc.)	None	13 minutes	Assessor Window 2 or 3
	1.4 Issue the Order of Payment Slip (OPS)	None	5 Minutes	Assessor Window 2 or 3
2. Present the OPS to the	2, Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier Window 1



Cashier for payment.				
3. Submit the OR.	3. Approval of visa extension	None	5 minutes	<i>Visa Approving Officer</i>
	3.1 Implementation of visa extension	None	2 minutes	<i>Visa Implementing Officer</i>
	3.2 Encoding of visa extension to BI AFO Database	None	2 minutes	<i>Encoder</i>
	3.3 Final review and approval of visa extension	None	2 minutes	<i>Visa Approving Officer</i>
4. Receive the passport, BI Clearance Certificate, and Official Receipt	6. Release the passport, BI Clearance Certificate, and Official Receipt	None	2 minutes	<i>Staff-in-charge Window 5</i>
	TOTAL if processed under Express Lane:	<i>Total fees depends on visa category</i>	1 hour and 4 minutes	
	TOTAL if processed under Regular Lan		3 working days	



5. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner.

Office or Division:	Angeles Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Information Desk / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant



<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1.1 Review and review the application form for completeness and correct attachments	None	5 Minutes	Evaluator
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 Minutes	Evaluator
	2.1 Check the derogatory records Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance.	None	1 working day	Staff-in-Charge



	2.2 Verify the travel record (latest arrival details, admission status, etc.)	None		Assessors Window 2 or 3
	2.3 Draft the Order	None		Staff-in-charge
	2.4 Review and sign Order for endorsement to C, IRD	None	1 hour	Acting Alien Control Officer BI-AFO
	2.5 Transmit the Order to the Immigration Regulation Division	None		Staff-in-Charge
	2.6 Review and sign the Order	None	5 working days	Chief, IRD
	2.7 Transmit the order to the Office of the Commissioner	None	5 minutes	Staff-in-Charge IRD
	2.8 Approval/Disapproval of the Commissioner	None	5 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to BI AFO for implementation	None	5 minutes	Staff-in-Charge
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-Charge
	3. Present the claim stub.	3. Assess the fees	None	10 minutes
3.1 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.		None	3 minutes	Assessors Window 2 or 3
4. Present the OPS to the Cashier for payment.	4. issue the Official Receipt (OR).	See schedule of fees	10 minutes	Cashier Window 1



5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Visa Reviewing and Approving Officer
	5.1 Implementing of the visa	None	5 minutes	Implementer
	5.2 Encoding of visa extension to BI AFO Database	None	2 minutes	Staff-in-Charge
	5.3 Final review and approval of visa extension	None	2 minutes	Visa Reviewing and Approving Officer
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Releasing Officer Window 5
TOTAL::		<i>Total fees depends on visa category</i>	14 days 12 hours and 10 minutes	



6. Provisional Work Permit (PWP)

Office or Division:	Angeles Field Office
Classification:	Highly Technical
Type of Transaction:	Government to Business (G2B)
Who may avail:	Foreign nationals who intends to engage in work pursuant to an employment arrangement pending issuance of their AEP or CA 613, Sec. 9(g) work visa.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner from the petitioning company with an undertaking to withhold taxes due on the income of the applicant to the BUreau of Internal Revenue (BIR)	Petitioner



2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

- The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC)
- Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

Information Desk or downloadable from www.immigration.gov.ph



<p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy)</p>	
<p>3. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant</p>
<p>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 comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>Petitioner</p>
<p>5. For consultant or specialist, justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized work/service</p>	<p>Petitioner</p>
<p>6. Official Receipt of AEP work visa application (photocopy) or 9g application</p>	<p>Applicant or Petitioner</p>
<p>7. Board Resolution if the signatories of the letter of application and employment contract or equivalent are other than those appearing in the Articles of Incorporation and in the latest GIS</p>	<p>Petitioner</p>
<p>8. For regulated professions - Special Temporary Permit (STP)</p>	<p>Professional Regulatory Commission (PRC)</p>



9. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)	Bureau of Internal Revenue (BIR)
10. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC, and (iv) Mayor's Permit for the current year (1 photocopy each)	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
11. Bureau of Immigration Clearance Certificate (1 original)	Assessor/Window 2 or 3
12. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in- fact)	Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the PWP application, securely fastened in a legal size (8½ x 14 in.) folder, to Counter 1 for evaluation	1.1. Receives the PWP application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and PWP application to applicant	None	5 minutes per application	Evaluator



2. Submits the duly evaluated PWP application and passport for Derogatory Record Checking	2.1. Receives the duly evaluated PWP application and passport 2.2 Conducts Derogatory Record Checking 2.3. Puts a “No Derogatory Record Found” stamp on the Letter Request and CGAF	None	10 minutes	Assessor / Window 2 or 3
3. Submits duly evaluated PWP application and passport to secure Order of Payment (OPS)	3.1. Receives the duly evaluated PWP application and passport 3.2 Scans the passport with passport reader 3.3. Generates OPS and BI Clearance Certificate (BICC) 3.4. Issues OPS and BICC	None	5 minutes	Assessor/ Window 2 or 3
4. Submits the OPS for payment of fees	4.1. Receives the OPS 4.2. Receives the fees based on the issued OPS 4.3 Prints Official Receipt (OR) 4.4. Issues OR	Refer to the table below	5 minutes	Cashier/Window 1
5. Submits the duly evaluated PWP application together with the OR and BICC	5. Receives the duly evaluated PWP application together with the OR and BICC	None	1 minute	Evaluator
	6. Reviews the PWP application and prepares Order	None	2 Hours	Evaluator



	7. Recommend Approval or Disapproval of the PWP Application	None	2 Hours	Supervisor
	8. Approves or Disapproves the PWP Application	None	2 Hours	Acting Alien Control Officer
TOTAL :			2-3 working days	

SPECIAL PERMITS

FEES TO BE PAID	
SPECIAL WORK PERMIT	PHP 6,440.00
PROVISIONAL WORK PERMIT	PHP 4,040.00



7. Special Study Permit (SSP)

Office or Division:	Angeles Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees. 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
	Duly 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;	BI website or Angeles Field Office Information Desk, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampanga
	Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant



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 applicants below 18 years of age;		Petitioning school		
Photocopy of BI school accreditation ID of the registrar or school representative;		Petitioning school		
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		National Bureau of Investigation		
BI Clearance Certificate.		Angeles Field Office, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampanga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Angeles Field Office Information Desk, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampanga
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> <i>Data entry staff/ officer</i> <i>Window 2 or 3, Angeles</i> <i>Field Office Information</i> <i>Desk, G/F Marquee Mall,</i> <i>Pulung Maragul, Angeles</i> <i>City, Pampanga</i>



	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors Window 2 or 3, Angeles Field Office Information Desk, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampanga</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	<i>Cashier Window 1, Angeles Field Office Information Desk, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampanga</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Releasing Officer Window 5, Angeles Field Office Information Desk, G/F Marquee Mall, Pulung Maragul, Angeles City, Pampang Hall Complex</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	



	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	
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8. Special Work Permit Issuance (SWP)

Office or Division:	Angeles Field Office
Classification:	Highly Technical
Type of Transaction:	Government to Business (G2B)
Who may avail:	Foreign nationals who intend to work, engage in specific activities, or render services outside of an employment arrangement of 14 activities enumerated in 2019 DOLE-DOJ-BI-BIR Joint Guidelines on the Issuance of Work and Employment Permits to Foreign Nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner	Petitioner
2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)	
<p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> . The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) 	



<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and</p> <p>(ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p>	<p>Information Desk or downloadable from www.immigration.gov.ph</p>
<p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy</p>	
<p>3. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for</p>	<p>Applicant</p>



<p>each dependent for submission)</p>	
<p>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 comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>Petitioner</p>
<p>5. i. For Consultants or Specialists: a. To prove educational attainment - Certified True Copy of Diploma of Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by the Board Resolution or Special Power of Attorney b. To prove that applicant has at least 2 years of work experience - Certificate of training, Course Completion or resumes attested by the Human Resource Manager or any officer of the company authorized by the Board Resolution or Special Power of Attorney</p> <p>ii. For regulated professions - Special Temporary Permit (STP)</p>	<p>Petitioner</p> <p>Professional Regulatory Commission (PRC)</p>



<p>6. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC, and (iv) Mayor's Permit for the current year (1 photocopy each)</p>	<p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p>
<p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>8. Board Resolution if the signatories of the letter of application and contract of service or equivalent are other than those appearing in the Articles of Incorporation and in the latest GIS</p>	<p>Petitioner</p>
<p>9. If the applicant is a trainee - endorsement from the GOCC or Sponsoring Private Entity</p>	<p>GOCC or Sponsoring Private Entity</p>
<p>10. Certification under oath by the Petitioner stating that, whether initial or final SWP, all documents submitted are genuine and that the applicant shall work exclusively to the petitioner relative to the position applied</p>	<p>Petitioner</p>
<p>11. A sworn declaration of the petitioning company operating in the Philippines:</p>	



<p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue the taxes due on the income of the applicant; and</p> <p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid by his/her home office outside the country (for SWP applicants who are not paid by the petitioning company within the Philippines where they intend to render short-term service)</p>	<p>Petitioner</p>
<p>12. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Assessor/ Window 2 or 3</p>
<p>13. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in- fact)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the SWP application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation	1.1. Receives the SWP application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and SWP application to applicant	None	5 minutes per application	<i>Evaluator</i>
2. Submits the duly evaluated SWP application and passport for Derogatory Record Checking	2.1. Receives the duly evaluated SWP application and passport 2.2 Conducts Derogatory Record Checking 2.3. Puts a “No Derogatory Record Found” stamp on the Letter Request and CGAF	None	10 minutes	<i>Assessor/Window 2 or 3</i>



3. Submits duly evaluated SWP application and passport to secure Order of Payment (OPS)	3.1. Receives the duly evaluated SWP application and passport 3.2 Scans the passport with passport reader 3.3. Generates OPS and BI Clearance Certificate (BICC) 3.4. Issues OPS and BICC	None	5 minutes	<i>Assessor/ Window 2 or 3</i>
4. Submits the OPS for payment of fees	4.1. Receives the OPS 4.2. Receives the fees based on the issued OPS 4.3 Prints Official Receipt (OR) 4.4. Issues OR	Refer to the table below	5 minutes	<i>Cashier/Window 1</i>
5. Submits the duly evaluated SWP application together with the OR and BICC	5. Receives the duly evaluated SWP application together with the OR and BICC	None	1 minute	<i>Evaluator</i>
	6. Reviews the SWP application and prepares Order	None	2 Hours	<i>Evaluator</i>
	7. Recommend Approval or Disapproval of the SWP Application	None	2 Hours	<i>Supervisor</i>
	8. Approves or Disapproves the SWP Application	None	2 Hours	<i>Acting Alien Control Officer</i>
TOTAL :			2-3 working days	



SPECIAL PERMITS

FEES TO BE PAID	
SPECIAL WORK PERMIT	PHP 6,440.00
PROVISIONAL WORK PERMIT	PHP 4,040.00



9. Conversion of 13A, 9G, 9F, PRV

Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Office or Division:	Angeles Immigration Field Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
Bosnia & Herzegovina	Israel	Senegal	



	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
		Libya (Female)	
	Colombia		South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. APPLICANT</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <ol style="list-style-type: none"> 1. Joint Letter Request 2. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 3. Petitioner's birth certificate with valid identification (ID) card <p>Marriage Certificate or Marriage Contract:</p> <ul style="list-style-type: none"> . If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) . If certificate is issued abroad, it must be 	<p>Applicant</p> <p>Public Information Desk or downloadable from www.immigration.gov.ph</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



<p>authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>5. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment</p> <p>of fees (1 original passport for presentation and 1 photocopy each for submission or Bureau of Immigration-issued Identification Certificate as</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk
None	2.1 Review the completeness of documentary requirements 2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule		3-5 mins per application	Conversion Application Officer In- charge
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Present latest TVE receipt to sure that	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment	None	7 minutes per application	Assessor; Windows 2 or 3



<p>authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>			
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p>Cashier/Window 1</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Public Info Desk</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 minutes per application</p>	<p>Public Information Officer</p>



None	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In- charge
7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Conduct Hearing 7.2. Capture the applicant's biometric information (photograph and fingerprint) 7.3. Issue the claim stub for ACR I-Card	None	15-20 minutes per application	Acting Chief Fingerprint Officer
None	8.1. Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2. Prepare URS and schedule transmittal	None	within 15 days after hearing	Acting Chief Conversion Application Officer In- charge



None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	Implementation Officer
None	13. Sign the visa implementation page	None	2-3 mins per application	Alien Control Officer



14.1 Present claim stub	14.1 Release the passport and certified true copy of order	None	2-3 mins per application	Public Information Officer
14.2 Secure the passport and check the implemented visa if application is approved	14.2 Remind applicant and petitioner of annual reporting every 1st 60 days of the year			
14.3 Secure a certified true copy of Order				
TOTAL		Refer to table below	40-45 working days	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	DEP-SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



10. Amendment from Probationary to Permanent Visa Application under Sec. 13a and MCL 07-021

Office or Division:	Angeles Immigration Field Office
Classification:	Highly Technical

Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>Foreign national and Filipino spouse with approved Probationary immigrant visa under Sec. 13a</p> <p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>APPLICANT</p> <p>* Required documents must be arranged in the order as listed below, and fastened in a legal size (8½x 14 in.) folder</p> <ol style="list-style-type: none"> 1. Joint Letter Request 2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 3. Joint Affidavit of Continuous Cohabitation 4. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and visa implementation page (1 original passport for presentation and 2 sets of photocopies for Visa and ACR I-Card application) 	<p>Applicant and petitioner Public Information Desk or downloadable from www.immigration.gov.ph</p> <p>Applicant and petitioner Applicant and petitioner</p> <p>National Bureau of Investigation</p> <p>Assessor, Bi-Angeles Field Office Accredited liaison officer</p> <p>Applicant Applicant</p> <p>Philippine Statistics Authority</p>



<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>7. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>B. DEPENDENT/S</p> <p>6. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>7. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation 46 P a</p> <p>Assessor, Bi-Angeles Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre- evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk
None	2.1 Review the completeness of documentary requirements 2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule		3-5 mins per application	Conversion Application Officer In-charge
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Present latest TVE receipt to sure that authorized stay is valid for	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of	None	7 minutes per application	Assessor; Windows 2 or 3



<p>at least twenty (20) days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)</p>	<p>assessment of fees and check if applicant has no derogatory record 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)</p>			
<p>4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p>Cashier/Window 1</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Public Info Desk</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 minutes per application</p>	<p>Public Information Officer</p>



none	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In- charge
7.1. Attend the hearing, 7.2. Secure the claim stub for ACR I-Card	7.1. Conduct Hearing 7.2 Issue the claim stub for ACR I-Card	None	15-20 minutes per application	Acting Chief Fingerprint Officer
None	8.1 Officer-in-charge evaluate full compliance of documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2 Prepare URS and schedule transmittal	None	within 15 days after hearing	Acting Chief Conversion Application Officer In- charge



None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	Implementation Officer
None	13. Sign the visa implementation page	None	2-3 mins per application	Alien Control Officer



14.1 Present clami stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1st 60 days of the year	None	2-3 mins per application	Public Information Officer
TOTAL		Refer to table below	40-45 working days	

FEEES TO BE PAID				
CATEGORY	PRINCIPAL	DEP-SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



11. Conversion and Extension to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Office or Division:	Angeles Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>DOCUMENTARY</p> <p style="text-align: center;"><i>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</i></p> <p>PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement(1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p>	<p>Public Information Desk, or downloadable from www.immigration.gov.ph</p>



<p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk
None	2.1 Review the completeness and correctness of documentary requirements 2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule		3-5 mins per application	Conversion Application Officer In- charge
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Present latest TVE receipt to sure that authorized stay is valid for	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of	None	7 minutes per application	Assessor; Windows 2 or 3



at least twenty (20) days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	fees and check if applicant has no derogatory record 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)			
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt		2 minutes per application	Cashier/Window 1
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Public Info Desk	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 minutes per application	Public Information Officer
none	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In- charge



<p>7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card</p>	<p>7.1. Conduct Hearing 7.2 Capture the applicant's biometric information (photograph and fingerprint) 7.3. Issue the claim stub for ACR I-Card</p>	<p>None</p>	<p>15-20 minutes per application</p>	<p>Acting Chief Fingerprint Officer</p>
<p>None</p>	<p>8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2 Prepare URS and schedule transmittal</p>	<p>None</p>	<p>within 15 days after hearing</p>	<p>Acting Chief Conversion Application Officer In- charge</p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10-15 days</p>	<p>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners</p>



				Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	Implementation Officer
None	13. Sign the visa implementation page	None	2-3 mins per application	Alien Control Officer



stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1st 60 days of the year	None	2-3 mins per application	Public Information Officer
TOTAL		Refer to table below	40-45 working days	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00



ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



12. Conversion and Extension of Student Visa – Section 9(F)

Office or Division:	Angeles Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 5. He/ She and the admitting school have submitted and complied with all the documentary requirements prescribed in the Checklist of Documentary Requirements for Conversion to Student Visa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter,
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine



4. Notice of Acceptance, indicating the semester applied for and the months covered by he semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), n case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Assessor, BI - AngelesField Office
11. Valid Passport	Applicant

CLIENT'S ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	1.1. Review the completeness and correctness of application details and enter applicant's details in the system.	None	5-6 mins. Per application	Assessors, Window 3 or 4



	1.2 Issue the Order of Payment Slip (OPS).	None	2mins per application	Assessors, Window 3 or 4
2.	2. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,220.00 plus ACR I- Card Fee of \$50.00 (calculated according. To BSP Forex Rate on date of payment)	10 minutes	Cashier, Window 1
3.	3. Process the capturing of subject's biometric information (photograph and fingerprint).	None	10-15 minutes	Data capture staff/ officer
4.	4. Implement the duly approved visa on subject's passport.	None	3 minutes per application	Implementation Officer
5.	5. Release the passport with implemented visa and ACR I-Card.	None	2 mins	Public Information Desk Officer
TOTAL:	Express			



13. Conversion to Permanent Resident Visa (Probationary) of a Chinese National Married to a Filipino Citizen under Memorandum Order No. MCL-07-021

Office or Division:	Angeles Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may avail:	Chinese national married to a Philippine citizen and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. APPLICANT</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>1. Joint Letter Request</p> <p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and</p>	<p>Applicant</p> <p>Public Information Desk or downloadable from www.immigration.gov.ph Philippine Statistics Office (PSA) or appropriate Local Civil Registry Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the</p>



<p>originally signed by the applicant and petitioner (1 original)</p> <p>3. Petitioner's birth certificate with valid identification (ID) card</p> <p>4. Marriage Certificate or Marriage Contract:</p> <ul style="list-style-type: none"> · If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) · If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) <p>5. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission or Bureau of Immigration-issued Identification Certificates Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p> <p>BI-AFO Assessor National Bureau of Investigation (NBI) Accredited Travel Agency/Law Firm</p> <p>Public Information Desk, or downloadable from www.immigration.gov.ph</p> <p>Petitioner/Applicant/Dependent</p> <p>Petitioner/Applicant/Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk
None	2.1 Review the completeness of documentary requirements 2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule		3-5 mins per application	Conversion Application Officer In- charge
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record	None	7 minutes per application	Assessor; Windows 2 or 3



3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)	3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record			
3.4. Secure Order of Payment Slip (OPS)	3.4. Issue the Order of Payment Slip (OPS)			
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt		2 minutes per application	Cashier/Window 1
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Public Info Desk	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 minutes per application	Public Information Officer
none	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In- charge



<p>7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card</p>	<p>7.1. Conduct Hearing 7.2 Capture the applicant's biometric information (photograph and fingerprint) 7.3. Issue the claim stub for ACR I-Card</p>	<p>None</p>	<p>15-20 minutes per application</p>	<p>Acting Chief Fingerprint Officer</p>
<p>None</p>	<p>8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2 Prepare URS and schedule transmittal</p>	<p>None</p>	<p>within 15 days after hearing</p>	<p>Acting Chief Conversion Application Officer In- charge</p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10-15 days</p>	<p>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners</p>



				Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	Implementation Officer
None	13. Sign the visa implementation page	None	2-3 mins per application	Alien Control Officer
stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1st 60 days of the year	None	2-3 mins per application	Public Information Officer
TOTAL		Refer to table	40-45 working days	



	below		
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CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



14. ARD ACR I-CARD–NEW APPLICATION (CGAF)

Office or Division:	Angeles Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Conversion of visa application (Immigrant and Non-immigrant) under Sec: (1) 9G (Working/Missionary); (2) 13A Amendment to Permanent; (3) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy) 1.2 Duly accomplished BI Form 2014-08-006 Rev 0 (1 Copy)		1. <i>Public Information Officer</i>
2. Photocopy of passport bio-page, latest admission, latest tourist visa extension receipt (if applicable), BI-Certificate		2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		3. Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the ACR I-Card application folder concurrent with the visa application older 1.2. Pay the ACR I-Card fee ntegrated on the visa application fees	1. Receive folder and payment and issue official receipt 1.2. Advise applicant to come back for the capturing of photo and biometrics as per schedule generated by the system (normally after 1-2 weeks)	50 USD + 500 Php	2 minutes per application	<i>Cashier, Window 1</i>
2. Come back on the scheduled appointment	2.1 Conduct capturing of biometrics and photos 2.2 Issue claim stub and advise applicant to claim ACR I-Card in 1-2 weeks upon approval of the visa	None	15-20 mins per applicant	<i>Fingerprint Officer</i>
None	3. Sign and endorse application folder to Alien Registration Division (Main Office)		3 mins. per application	<i>Alien Control Officer</i>
None	4.1 Schedule Transmittal of application folder 4.2 Transmit application folder to Alien Registration Division (Main Office)	None	once a week	<i>Liaison Officer</i>



None	5.1 Receive application folder and review completeness and correctness of application 5.2 Recommend approval/denial of application to Alien Registration Chief	None	10 mins. per application	<i>Registration Officer</i>
None	6. Approve/deny application	None	10 mins. per application	<i>Alien Registration Division Chief</i>
None	7.1 Print ACR I-Card 7.2 Transmit printed ACR to BI-AFO via courier	None	5-7mins per application	<i>Data Trail personnel</i>
None	8. Receive ACR I-Card.	None	1 min.	<i>BI-AFO staff</i>
9. Present claim stub to claim ACR I-Card	9.1 Release ACR I-Card	None	2 mins	<i>Releasing Window/Window 5</i>
	TOTAL	None	1-2 weeks upon approval of visa application	



15. ARD ACR I-CARD – NEW APPLICATION (CGAF)(NON-CGAF)

Office or Division:	Angeles Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with approved visa application under Sec: (1) 9G (Working/Missionary); (2) Sec.13 Quota Immigrant Visa, (3)13A Immigrant Visa, (4) 13A Amendment to Permanent, (5) 13g and (6) MCL-07-021 Amendment to Permanent and (7) MCL-07-021 Permanent Residency Visa

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished BI Form 2014-08-006 Rev 0 (1 Copy)	1. Public Information Assistance Unit (PIAU)
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier
4. Copy of Order of Approval	Applicant
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP
For Amendment of the following:	
A. Name - Court Order (if applicable) (1 Copy)	A. Court
B. Citizenship/Nationality - Official document proving change of citizenship/nationality (1 Copy)	B. Court



<p>C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address -Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1 Submit the ACR I-Card application folder 1.2. Pay the ACR I-Card fee</p>	<p>1. Receive folder and payment and issue official receipt IMPORTANT NOTE 1: Re-capturing of biometrics and photos will only be conducted for re-registrants and every after 5 years for immigrant visa holders</p>	<p>50 USD + 500 Php</p>	<p>2 minutes per application</p>	<p><i>Cashier, Window 1</i></p>
<p>None</p>	<p>2.1 Re-evaluate application folder 2.2 Issue claim stub and advise applicant to claim ACR I-Card in 1-2 weeks</p>	<p>None</p>	<p>5mins per applicant</p>	<p><i>Officer In-charge of Registration</i></p>
<p>None</p>	<p>3. Sign and endorse application folder to Alien Registration Division (Main Office)</p>		<p>3 mins. per application</p>	<p><i>Alien Control Officer</i></p>



None	4.1 Schedule Transmittal of application folder 4.2 Transmit application folder to Alien Registration Division (Main Office)	None	once a week	<i>Liaison Officer</i>
None	5.1 Receive application folder and review completeness and correctness of application 5.2 Recommend approval/denial of application to Alien Registration Chief	None	10 mins. per application	<i>Registration Officer</i>
None	6. Approve/deny application	None	10 mins. per application	<i>Alien Registration Division Chief</i>
None	7.1 Print ACR I-Card 7.2 Transmit printed ACR to BI-AFO via courier	None	5-7 mins per application	<i>Data Trail personnel</i>
None	8. Receive ACR I-Card.	None	1 min.	<i>BI-AFO staff</i>
9. Present claim stub to claim ACR I-Card	9.1 Release ACR I-Card	None	2 mins	<i>Releasing Window/Window 5</i>
	TOTAL	None	1-2 weeks upon transmittal of application folder to ARD Main Office	



APARRI IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



1. CEZA Visa Derogatory Clearance

Office or Division:	Aparri Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign Nationals employed by CEZA registered company	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Administrator/CEO	1. Petitioner	
2. Certification of Non-Availability/CNA	2. Cagayan Economic Zone Authority	
3. Recruitment Assistance Form/RAF	3. Cagayan Economic Zone Authority	
4. Alien Employment Permit	4. Department of Labor and Employment	
5. Notarized General Application Form	5. Cagayan Economic Zone Authority	
6. Photocopy of passport Bio-page and entry visa, latest admission and updated temporary visitor's visa/ valid authorized stay	6. Applicant	
7. Notarized Employment Contract	7. Petitioner	
8. Notarized Resume/Personal Data Sheet	8. Cagayan Economic Zone Authority	
9. Notarized Affidavit of Support	9. Petitioner	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documents and requirements to CEZA	1. Upon CEZA endorsement to BI Aparri Field Office, admission status verification, derogatory and document check.	None	None	Assessor Aparri Immigration Field Office
None	a. Issuance (2 years)	Php 7,080.00	15 minutes	Assessor Aparri Immigration Field Office
None	b. Renewal (2 years)	Php 7,080.00	2 minutes	Assessor Aparri Immigration Field Office
2. Payment of required fees	2. Issuance of Manual Official Receipt	Php 7,080.00 Express Lane Fee: Php 1, 500.00	2 minutes	Collecting Officer
TOTAL		Php 14,160	19 minutes	
a. Regular				
b. Express Lane Fee		Php 15,660	19 minutes	



2. Boarding Vessel

a. Arrival Formalities

Office or Division:	Aparri Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document	1. Concerned issuing authority	
2. Valid Seaman's Book	2. Concerned issuing authority	
Additional Requirements (If applicable)		
1. Valid visaed crew list (9c) for foreign crew	1. Philippine Foreign Service Post, BI	
2. Notice of Arrival (48 hours before the arrival of the vessel)	2. Shipping line	
3. Arrival Crew list	3. Shipping line	
4. Voyage Memo	4. Shipping line	
5. Ships Particular	5. Shipping Line	
6. NIL list	6. Shipping line	
7. Letter of explanation (if no visaed crew list)	7. Master of the Vessel	
8. Passenger Manifest	8. Shipping Line	

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9. Manifest of Disembarking passengers	9. Shipping Line
10. Manifest of embarking passengers	10. Shipping Line
11. List of Signing off crew members (if applicable)	11. Shipping Line
12. List of signing on crew members (if applicable)	12. Shipping Line
13. Shore Pass	13. Immigration Boarding Officer
14. Departure cards (Filipino passengers/crew) - Cruise Ship	14. Immigration Boarding Officer
15. Arrival cards (Foreign passenger/crew) - Cruise Ship	15. Immigration Boarding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NOA (Notice of Arrival), with crew list, NIL list, Ships particular and voyage memo 48 hours before the arrival vessel	1. Receive and assess pertinent documents from the foreign vessel.	None	2 minutes	<i>Immigration Boarding Officer (IBO)</i> Aparri Immigration Field Office
None	1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	None	2 minutes	<i>Immigration Boarding Officer (IBO)</i> Aparri Immigration Field Office
None	1.2 Check derogatory records/active alert	None	2 minutes	<i>Immigration Boarding Officer (IBO)</i> Aparri Immigration Field Office

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2. Submit visa crew list	2. Assessment of fees and issuance of Manual Official Receipt	100.00/crew visa crew list 10.00/crew LRF	10 minutes	<i>Assessor and Cashier</i> Aparri Immigration Field Office
None		500/express lane fee/ vessel	5 minutes	<i>Assessor and Cashier</i> Aparri Immigration Field Office
3. The master presented all the necessary documents of the vessel such as: a. NOA b. Ships particular c. NIL List d. Voyage Memo e. Crew list f. Passport g. Seaman's book h. Departure Clearance (from local port)	3. Conducting boarding formalities a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. c. Ask the master if there are any signing-in and signing- off and other relevant matters. d. Check the cabins and other rooms if there are stowaways Conclusion of boarding formalities.	None	1 hour and 30 minutes	<i>IBO and Boarding Assistant</i> Aparri Immigration Field Office
4. The master advised the Immigration through the agent that a crew needs medical attention.	4. Issuance of shore pass and monitoring of the vessel during her entire stay in the port.	None	continuing	<i>IBO and Boarding Assistant</i> Aparri Immigration Field Office

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5. The master advised Immigration through the agent the departure of the vessel	5. Issuance of departure clearance to the master of the vessel	None	5 minutes	<i>IBO and Boarding Assistant</i> Aparri Immigration Field Office
	5.1. Ask the master if there are changes to the crew's manifest due to signing-in and signing-off.	None	5 minutes	<i>IBO and Boarding Assistant</i> Aparri Immigration Field Office
TOTAL a. Regular		Php 100.00/crew visa crew list Php 10.00/crew LRF	1 hour and 56 minutes	
b. Express Lane		Php 500/express lane fee/ vessel	1 hour and 51 minutes	



b. Departure Formalities / Immigration Port Clearance

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Aparri Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen – (G2C)	
Who may avail:	Departing Foreign vessels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ seaman's book	1. Concerned issuing authority	
2. Embarking crew list	2. Shipping Line	
3. Departure crew list	3. Shipping Line	
4. Embarking passenger manifest (Cruise Ship)	4. Shipping Line	
5. Departing passenger manifest (Cruise Ship)	5. Shipping Line	
6. Voyage Memo for next port	6. Shipping Line	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national.	None	15 seconds	<i>Immigration Officer</i> Aparri Immigration Field Office
None	1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i> Aparri Immigration Field Office
None	1.2. Check derogatory records/active alerts.	None	15 seconds	<i>Immigration Officer</i> Aparri Immigration Field Office
2. Issuance of Port Clearance	2. Inspection of the Vessel prior to departure; all crew members are accounted for.	None	2 minutes	<i>Immigration Officer</i> Aparri Immigration Field Office
TOTAL		None	2 minutes and 45 seconds	



3. Annual Report

Office or Division:	Aparri Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes, applicant may present Official receipts of previous annual report payments</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Evaluator</i> Aparri Immigration Field Office
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php10 Note: Admin fine of 200/month but	10 minutes	<i>Cashier</i> Aparri Immigration Field Office

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		not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 600 days of every calendar year pursuant to RA 562, Section 10, as amended		
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



B. FEEDBACK AND REDRESS MECHANISMS

FEEDBACK AND REDRESS MECHANISMS

How to send feedback

1. For those with smartphones, Quick Response (QR) Codes containing the Client Feedback Form are available at the Main Office transacting windows, and at NAIA Terminals 1, 2, and 3;
2. Accomplish the Client Feedback form and submit it in any of the designated drop boxes at the BI Main Office located particularly at the transacting windows;
3. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the front desk of any immigration Subport Office;
4. Email us at xinfo@immigration.gov.ph;
5. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769; or
6. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration

How feedbacks are processed

1. All forms submitted via the QR Code and from the paper and pen forms accomplished by the clients are compiled by the Committee on Good Governance.
2. Feedback requiring responses are forwarded to the concerned offices for their appropriate action.
3. The response of the concerned office will be evaluated and be eventually forwarded to the client.
4. The feedbacks processed will be submitted to the Office of the Commissioner for review and be reported every month during the Management Committee Meeting.



FEEDBACK AND REDRESS MECHANISMS

How to file a complaint

1. Scan the QR code at the designated windows at the Main Office, or at the NAIA Terminals 1,2, and 3;
2. Accomplish the Client Feedback form and submit it in any of the designated drop boxes at the BI Main Office located particularly at the transacting windows;
3. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the entrance of any immigration Support Office;
4. Email us at xinfo@immigration.gov.ph;
5. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769; or
6. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration;
7. Complaints can also be filed through the following channels: 8888 Citizen's Complaint Hotline, Presidential Complaint Center (PCC), Anti-Red Tape Authority (ARTA), and Civil Service Commission-Contact Center ng Bayan; or
8. 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

1. The Committee on Good Governance evaluates each complaint through the submitted forms via the QR Code and the client feedback forms.
2. Upon thorough evaluation of the complaint, CGG personnel shall forward the complaint to the concerned office for their appropriate action.
3. The response from the concerned office shall be forwarded to the complainant/client.
4. Complaints received through the following channels: 8888 Citizen's Complaint Hotline, Presidential Complaint Center (PCC), Anti-Red Tape Authority (ARTA), and the Civil Service Commission-Contact Center ng Bayan (CCB) are evaluated and forwarded to the concerned office for their appropriate action. Said office are required to answer within 72 hours or three (3) days upon receipt of the complaint.
5. Formal complaints shall be assessed by the Board of Discipline, and recommendations shall be forwarded for action by the Department of Justice.
6. The complaints processed will be submitted to the Office of the Commissioner for review and be reported every month during the Management Committee Meeting



FEEDBACK AND REDRESS MECHANISMS

Contact Information of 8888 Citizen's Complaint Center, PCC, ARTA, and CSC-CCB

8888 Citizen's Complaint Center

+63(2) 8888
op-8888@op-proper.gov.ph
icto@8888.gov.ph
<https://8888.gov.ph/#>

Presidential Complaint Center (PCC)

+63(2)-8736-8645
pcc@malacanang.gov.ph

Anti-Red Tape Authority (ARTA)

8478-5091
complaints@arta.gov.ph

Contact Center ng Bayan

1-6565
email@contactcenterngbayan.gov.ph





APARRI IMMIGRATION FIELD OFFICE	
Name of ACO	ROGERSON M. ANOG
Direct Line	(078) 8888-0005
Facsimile Number	c/o Philippine Ports Authority (078) – 8888 2196 (*incoming only)
Official E-mail Address	bi.aparrifieldoffice@gmail.com
Office Address	Philippine Port Authority (PPA) Compound Loriga Gallarza Street Barangay Punta, Aparri, Cagayan



**APECO IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES**



1. APECO Special Resident Visa (ASRV)

Office or Division:	Apeco Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Any qualified foreign national who is established or in the process of establishing a residence within the Aurora Pacific Economic Zone and Freeport, whether through acquisition or lease of residential unit for at least five (5) years, provided that the alien must maintain ownership/ right of possession of his/her residential unit.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
a) Notarized letter request signed by the applicant		
b) Duly accomplished APECO General Application Form		APECO
c) Copy of any document showing proof that applicant has established or is in the process of establishing a residence within the APEFZ;		
d) Photocopy of Passport Bio page and latest immigration stamp		
e) NBI Clearance		National Bureau of Investigation
f) Bureau of Immigration Clearance Certificate		Bureau of Immigration

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents.	1. Evaluation of documents submitted	None	10 minutes per applicant.	<i>APECO registered enterprise representative or the foreign applicant.</i>
2. Payment of fees	2. Collecting the amount need for APECO Visa Processing.	Principal Php 25,000+Php 5,000 APECO Card	10 minutes per applicant.	APECO Cashier
3. Must attend Interview/Hearing	3. Interview/Hearing of the foreign applicant	None	30 minutes per applicant.	AIU Hearing Officer
4. Wait for the evaluation and recommendation of appropriate action to APECO President	4. Evaluation and recommendation of appropriate action to APECO President.	None	7 days per client.	AIU Hearing Officer
	5. Data processing and documentation	None	30 minutes per applicant.	<i>AIU Data Encoder</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Wait for the approval and issuance of APECO SPECIAL RESIDENT VISA (ASRV)	6. Approval and Issuance of APECO SPECIAL RESIDENT VISA (ASRV)	None	10 days per client.	President/CEO
TOTAL		Php 30,000	17 days, 1 hour and 20 minutes	

2. APECO Special Investor’s Visa (ASIV)

Office or Division:	APECO Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any qualified foreign national with a minimum investment of US\$150,000, either in cash and/or equipment, in a registered enterprise provided That: a) He is at least eighteen (18) years of age; b) He has not been convicted of a crime involving moral turpitude; c) He is not afflicted with any loathsome, dangerous or contagious disease; and d) He has not been institutionalized for any mental disorder or disability.

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) Notarized letter request signed by the Corporate Secretary with a sworn declaration that the applicant's investment in an APECO registered enterprise amounts to at least US\$150,000 or its peso equivalent;	
b) Duly accomplished Application Form	APECO
c) Proof of investment of US\$150,000 in any APECO registered enterprise (the investment can be the in the form of cash, bonds, stocks, capital investment, money market, and/or bank deposit)	
d) Photo copy of Passport Bio page and latest immigration stamp;	
e) NBI Clearance;	National Bureau of Investigation
f) Bureau of Immigration Clearance Certificate	Bureau of Immigration

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents.	1. Evaluation of documents submitted	None	10 minutes per applicant.	<i>APECO Registered Enterprise representative or the foreign applicant or AIU Evaluator.</i>
2. Payment of fees	2. Collecting the amount need for APECO Visa Processing.	Principal Php 25,000+Php 5,000 APECO Card	10 minutes per applicant.	APECO Cashier
3. Must attend Interview/Hearing	3. Interview/Hearing of the foreign applicant	None	30 minutes per applicant.	AIU Hearing Officer
4. Wait for the evaluation and recommendation of appropriate action to APECO President	4. Evaluation and recommendation of appropriate action to APECO President	None	7 days per client.	<i>AIU Hearing Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for the data and documentation to be process.	5. Data processing and documentation	None	30 minutes per applicant.	AIU Data Encoder
6. Wait for the approval and issuance of APECO SPECIAL INVESTORS VISA (ASIV)	6. Approval and Issuance of APECO SPECIAL INVESTORS VISA (ASIV)	None	10 days per client.	President/CEO
TOTAL		Php 30,000	17 days, 1 hour and 20 minutes	

3. APECO Working Visa (AWV)

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Office or Division:	APECO Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Who may avail of the Service: Any qualified foreign national who are consultants or are gainfully employed in APECO or in APECO registered enterprises whether located within the Aurora Ecozone or any APECO/PEZA accredited/registered Information Technology (IT) Buildings, Parks, or Centers.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) Notarized Letter Request signed by the duly authorized representative of the employer	
b) Accomplished Application form	
c) Photo copy of Passport Bio page and latest immigration stamp	
d) Certified true copy of a valid AEP, if applicable	
e) Employment Contract if exempted from Alien Employment Permit (AEP)	
f) Copy of the employer's Income Tax Return of the preceding year duly received by BIR	
g) Bureau of Immigration Clearance Certificate	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents.	1. Evaluation of documents submitted	None	10 minutes per applicant.	<i>APECO Registered Enterprise representative or the foreign applicant or AIU Evaluator.</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment of fees 3. Must attend Interview/Hearing 4. Wait for the evaluation and recommendation of appropriate action to APECO President	2. Collecting the amount need for APECO Visa Processing.	Principal: 1 year- Php 8,000+ Php 5,000 APECO Card 2 years Php15,000+ Php 5,000 APECO Card 3 years - Php 22,000 + Php 5,000 APECO Card	10 minutes per applicant.	APECO Cashier
	3. Interview/Hearing of the foreign applicant	None	30 minutes per applicant.	AIU Hearing Officer
	4. Evaluation and recommendation of appropriate action to APECO President	None	7 days per client.	<i>AIU Hearing Officer</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for the data and documentation to be process.	5. Data processing and documentation	None	30 minutes per applicant.	AIU Data Encoder
6. Wait for the approval and issuance of APECO WORKING VISA (AWV)	6. Approval and Issuance of APECO WORKING VISA (AWV)	None	10 days per client.	President/CEO
TOTAL		NONE	17 days, 1 hour and 20 minutes	



4. APECO Dependent Visa (ADV)

Office or Division:	APECO Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Any qualified foreign national who are the legal spouse and dependent children of holders of a valid APECO Working Visa (AWV), APECO Special Investor’s Visa (ASIV), and APECO Special Resident Visa (ASRV). For this purpose, dependent children shall mean unmarried children below 21 years of age, or unmarried children more than 21 years of age but are dependent for support due to mental and physical disability. In addition, parents who are financially dependent to the Principal Visa holders are also qualified as dependents.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	a.) Notarized letter request;	
	b.) Duly accomplished APECO General Application Form;	APECO
	c.) Certified True Copy of appropriate document showing proof of relationship between the petitioner and his/her dependent/s;	

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
d.) Photo copy of Dependent's Passport Bio page and latest immigration stamp;	
e.) Photo copy of the Petitioner's Passport Bio page and latest APECO visa stamp;	
f.) NBI Clearance;	National Bureau of Immigration
g.) Bureau of Immigration Clearance Certificate	Bureau of Immigration



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents.	1. Evaluation of documents submitted	None	10 minutes per applicant.	<i>APECO Registered Enterprise representative or the foreign applicant or AIU Evaluator.</i>
2. Payment of fees	2. Collecting the amount need for APECO Visa Processing.	(AWV Dependent): 1 Year – Php 5,000+Php 5000 APECO Card 2 Years – Php10,000+Php 5,000 APECO Card 3 Years-Php 15,000+Php 5000 APECO Card	10 minutes per applicant.	APECO Cashier

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Must attend Interview/Hearing 4. Wait for the evaluation and recommendation of appropriate action to APECO President		(ASRV Dependent) Php 20,000+Php 5,000 APECO Card (ASIV Dependent) Php 20,000+Php 5,000 APECO Card		
	3. Interview/Hearing of the foreign applicant	None	30 minutes per applicant.	AIU Hearing Officer
	4. Evaluation and recommendation of appropriate action to APECO President	None	7 days per client.	AIU Hearing Officer
5. Wait for the data and documentation to be process.	5. Data processing and documentation	None	30 minutes per applicant.	AIU Data Encoder



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Wait for the approval and issuance of APECO WORKING VISA (AWV)	6. Approval and Issuance of APECO DEPENDENT VISA (ADV)	None	10 days per client.	President/CEO



5. BI Certification Clearance

Office or Division:	APECO Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Filipino and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form for BI Clearance Certificate, (BI form 2014-13-002 Rev 0)		Window 23
2. Photocopy of biographical page of applicant's passport		Government agency concerned. [e.g.,] Department of Foreign Affairs (DFA)]/Applicant
3. Original Special Power of Attorney (SPA), if claimant is other than the applicant or if the subject is currently staying outside the Philippines, the SPA should be duly authenticated by the appropriate Philippine Foreign Service Post or should be apostilled, and photocopy of valid government issued ID of the representative		Client

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form and other documentary requirements.	1. Receive the application form, checks the correctness and completeness of all the documents submitted.	None	5 minutes	Staff CCS
	1.1 Issue the claim stub for verification and advise clients to wait for the result.	None	3 minutes	Staff CCS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2 Verify the derogatory record from the Bureau of Immigration Information System (BIIS) [i.e.,] Hold Departure Order (HDO), Watchlist Order (WLO), Blacklist Order (BLO), Lookout Bulletin Order (LBO) or Alert List Order (ALO)]</p> <p><i>Note: For clients with “No derogatory record”, CCS staff stamps the application form, issues Order of Payment Slip (OPS) and advises Client to proceed to the Cashier for payment.</i></p> <p><i>For clients with “Derogatory Record”, CCS informs the applicant and advises:</i></p> <p><i>a. To apply for the issuance of Certificate of Not the Same Person (NTSP);</i></p> <p><i>b. For lifting of the derogatory record (if applicable) once the verification results yielded positive results that applicant is “one and the same person” *Client shall proceed to Window 21*</i></p>	None	1 hour	<p><i>Staff</i></p> <p>CCS</p>



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR).	1,010.00	10 minutes	Cashier (Window 14,15,16) Cash Section
	2.1 Issue claim stub for the release of his/her certification.	None	3 minutes	Staff CCS
	2.2 Prepare the clearance certificate, affixes the dry seal on the original certification and official receipt. <i>*Retains duplicate copy for the file</i>	None	3 working days	Staff CCS
3. Present the claim stub on the scheduled release of the Certificate	3. Release the clearance certificate.	None	5 minutes	CCS Staff

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Php1,010.00	3 days, 1 hour, 26 minutes	



6. Extension of Authorized Stay of Temporary Visitors

Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Office or Division:	Apeco Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements: Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/
Notarized letter of explanation for overstaying		Applicant
Passport of the applicant (original)		Applicant
Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
Birth Certificate if applicant is a child		Applicant

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Office or Division:	Apeco Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or BI Accreditation ID of the Travel Agent (1 photocopy)		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> TVS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> TVS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	1 working day	<p><i>Staff-in-charge</i> TVS</p>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		
	2.3 Draft the Order.	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Review and sign Order for endorsement to the C, IRD	None		
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		
	2.6 Review and sign the Order.	None	2 working days	<i>Chief IRD</i>
	2.7 Transmit the Order to the Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge TVS</i>
3. Present the claim stub	3. Assess the fees.	None	10 minutes	<i>Assessors TVS</i>
	3.1 Issue Order of Payment Slip (OPS) and instruct the applicant to	None	3 minutes	<i>Staff-in-charge TVS</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	pay the corresponding fees			
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier Cash Section</i>
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer TVS</i>
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge TVS</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge TVS</i>
TOTAL		<i>Total fees depend on number of months overstayed</i>	8 days 12 hours and 10 minutes	



7. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Office or Division:	Apeco Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 2824 months (for visa required nationals).



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Public Information Assistance Unit /BI Websitewww.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> TVS
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> TVS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Staff-in-charge</i> TVS
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i> TVS
	2.3 Draft the Order.	None		<i>Staff-in-charge</i> TVS
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	<i>Chief</i> TVS
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i> TVS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Review and sign the Order.	None	2 working days	Chief IRD
	2.7 Transmit the Order to the Office of the Commissioner.	None		Staff-in-charge TVS
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	Staff-in-charge OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge TVS
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	Staff-in-charge TVS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceed to window 5	4.1 Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Staff ARD</i>
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier Cash Section</i>
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessors TVS</i>
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge TVS</i>
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	<i>See schedule of Fees</i>	10 minutes	<i>Cashier Cash Section</i>
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer TVS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.1 Enter the approval in the BI system	None	5 minutes	
	8.3 Implement the visa extension	None	5 minutes	<i>Implementing Officer TVS</i>
	8.4 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge TVS</i>
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	<i>Staff-in-charge TVS</i>
TOTAL		<i>Total fees depend on number of months stayed</i>	9 days 12 hours and 20 minutes	



Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (In PHP)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00



APPLICATION TYPE	FEES (In PHP)
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00



APPLICATION TYPE	FEES (In PHP)
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00
6) Initial Extension for the following passport holders:	2,430.00



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APPLICATION TYPE	FEES (In PHP)
[a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00



APPLICATION TYPE	FEES (In PHP)
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



BAGUIO IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES

I. VISA APPLICATIONS

1. Permanent Resident Visa by Marriage (13A/MCL-07-021) - AMENDMENT

Office or Division:	Baguio Immigration District Office Unit 123A&C, EGI Albergo Residences, #1 Lualhati Barangay, Baguio City	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Foreign national, holder of valid non-quota immigrant probationary visa by marriage under Section 13(a) of the Philippine Immigration Act of 1940 or MCL-07-021 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Note: * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in) Folder.</p> <p>I. VISA</p>		<p>Front/Information Desk, Immigrant/Non-Immigrant Window or downloadable from www.immigration.gov.ph</p>



<p>APPLICATION REQUIREMENTS</p> <ul style="list-style-type: none"> COPY OF CHECKLIST OF DOCUMENTARY REQUIREMENT 	<ul style="list-style-type: none"> Applies to both 13A/MCL-07-021 APPLICANTS
<p>PRINCIPAL: 1. Original Passport</p>	<p>Principal Applicant</p>
<p>2. Joint Letter request addressed to the Commissioner originally signed by applicant and petitioner (1 original + 1 photocopy)</p>	<p>Principal Applicant and petitioner</p>
<p>3. Duly accomplished Consolidated General Application Form (CGAF-001-REV 0) with all entries in capital letters using English character only, and original signed by the applicant and petitioner (2 original +1 photocopy)</p>	<p>Principal Applicant and petitioner</p>
<p>4. Photocopy of (3 photocopies of each)</p> <ul style="list-style-type: none"> a. Applicant's passport biographical data page, b. Visa implementation page, ad c. Latest admission with valid authorized stay 	<p>Principal Applicant</p>
<p>5. Joint affidavit of continuous cohabitation of applicant and petitioning spouse (1 original + 1 Photocopy)</p>	<p>Principal Applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original + 1 photocopy)</p> <ul style="list-style-type: none"> This may be incorporated in the applicant's joint letter request, if so, letter with the guarantee needs to be notarized 	<p>Principal Applicant and petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, (1 original + 1 photocopy)</p>	<p>National Bureau of Investigation</p>

<p>8. Bureau of Immigration Clearance Certificate (1 Original) NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (3 photocopies) may facilitate the processing of this application.</p>	<p>Immigrant/Non-Immigrant assessment window</p>
<p>9. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact</p>	<p>Applicant and petitioner’s authorized representative</p>
<p>10. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>Bureau of Quarantine</p>
<p>DEPENDENT/S</p> <p>1. Original Passport</p> <p>2. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent and petitioner (1 original + 1 photocopy for each dependent)</p> <p>3. Photocopies of the following (3 copies each):</p> <ul style="list-style-type: none"> a. passport biographical data page; b. visa implementation page; and c. Latest admission with valid authorized stay 	<p>• (Applicable ONLY to Dependents of 13A Visa Holders)</p> <p>Dependent Dependent and petitioner</p> <p>Dependent</p>

4. Proof of filiations with the principal (1 original + 1 photocopy for each dependent)

IMPORTANT:

- (a) Previous Order of Approval with name as dependent and,
- (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement

- i. If a birth certificate is **issued in the Philippines**, it must be secured from Philippine Statistics Authority (**PSA**) or Local Civil Registry (**LCR**)
- ii. If certificate is **issued abroad**:
 - a. Proof of filiations (Dependent's Certificate must be authenticated by Philippine Foreign Service Post (**PFSP**) that has jurisdiction over the place of issuance, OR Department of Foreign Affairs (**DFA**) if issued by the local embassy in the Philippines, OR
 - b. Proof of filiations must be **apostilled** by the appropriate foreign government authorities, with English translation if written in other foreign language
- iii. If certificate was previously submitted, Certified True Copy may be secured from BI Records Section

National Bureau of Investigation
Immigrant/Non-Immigrant Assessment
Window



<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport (1 original for each dependent age 15 and above)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>7. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>Bureau of Quarantine</p>
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ACR ICARD APPLICATION

(refer to ACR Icard Renewal transaction)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1. Present the original passport and,</p>	<p>1.1. Receive visa application and original other required documents for the passport, then review the completeness visa application, securely and propriety of documentary fastened in a legal size (8½x 14 requirements in.) folder, to BI Baguio 1.2. Attach Checklist of Requirements to (Immigrant/Non-Immigrant the application Window) for evaluation 1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof, 1.4. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Accountable Officer Immigrant/Non-Immigrant window</i></p>
<p>2. Present original passport and other required documents for <u>ACR I- Card application, securely</u></p>	<p>2.1. Receive ACR I-Card application then review the completeness and propriety of documentary requirements fastened in a legal size (8½x 14 2.2. Attach Checklist of ACR I-Card in.) folder, to BI Baguio Requirement to the application (Immigrant/Non-Immigrant window) 2.3. Sign Checklist of Requirements window) for evaluation</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator Immigrant/Non-Immigrant Window</i></p>

<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>3.1 Scan the passport to generate the applicant's details, and verify derogatory records and updated stay at the time of assessment of fees 3.2 Require updating of visa if necessary before assessment of fees 3.3 Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4 Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Evaluator Immigrant/Non-immigrant window or Assessor Immigrant/Non-immigrant assessment window</i></p>
<p>4.1 Submit the Order of Payment Slip (OPS) to cashier for Payment 4.2 Pays the required fees</p>	<p>4.1 Receive application with Order of Payment Slip(OPS) 4.2 Accept payment and issue OR 4.3 Return application with OR to applicant</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier (Cashier Window)</i></p>
<p>5.1 Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non-Immigrant Window</p>	<p>5.1 Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2 Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode 5.3 Provide copy of Official Receipt to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator (Immigrant/Non-Immigrant Window) ACR I-Card Window</i></p>

None	6.1 Schedule applicant and petitioner for Hearing and Interview 6.2 Advise applicant/petitioner of interview schedule 6.3 Prepares BOC,ACO Certification/Hearing Certification 6.4 Submits Visa and ACR I-Card application to Acting Alien Control Officer(ACO) for review and recommendation	None	Within 1 working day	<i>Accountable Officer (Immigrant/Non-Immigrant Window)</i>
7.1 Secure schedule for photo and biometric capturing (Only for four (4) years old and above) 7.2 Secure Claim Stub for ACR I- Card	7.1 Captures the applicant's biometric information (photograph and fingerprint) 7.2 Issues the claim for ACR I-Card	None	Within 1 working day	<i>Accountable Officer (ACR I-Card window)</i>
8. Attend on scheduled hearing/interview	8.1 Review visa application 8.2 Conduct Hearing/Interview of applicant and petitioner 8.3 Recommend approval of application 8.4 Return application with recommendation to accountable officer for Immigration/Non-Immigrant Visa	None	Within 1 working day	<i>Acting Alien Control Officer (ACO)</i>

None	<p>9.1 Prepare endorsement and transmittal</p> <p>9.2 Encodes application details with assigned HO in Visa Task Force (VTF) records</p> <p>9.3 Update status of application to “For Agenda” on VAIS</p> <p>9.4 Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval</p>	None	Within 1 working day	<p><i>Staff Immigrant/ Non-immigrant Window</i></p> <p><i>Staff ACR I-Card Window</i></p>
10. Review, deliberation and approval/disapproval by Legal Division and BOC approval	None	None	Refer to LD and BOC	<i>Legal Division</i>
11. Publication of approved/denied visa application	<p>11.1 Receive original passport and check availability of Order of Approval</p> <p>11.2 Implement the approved visa if the application is approved</p> <p>11.3 Release passport and certified true copy of Order</p>	None	Refer to MISD procedure	<p><i>Management Information System Division (MISD)</i></p>



12.1 Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window) 12.2 If approved, secure visa implementation and check validity of visa on the implemented visa on the passport 12.3 Secure a certified true copy of Order	None	None	5 minutes per application	Staff (ACR I-Card Window)
13.1 Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window) 13.2 Claim ACR I-Card	13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office 13.2. Release the ACR I-Card	None	5 minutes per application	Staff (ACR I-Card Window)
TOTAL		Refer to table below	30 up to 60 working days	

EES TO BE PAID **F**

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

	1. Visa Fees PHP 6,710.00 PHP 6,710.00	PHP 6,710.00
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	2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00
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CATEGORY PRINCIPAL DEPENDENT (BELOW 16 YEARS OLD) DEPENDENT (BELOW 14 YEARS OLD)

2. Permanent Resident Visa for a former Filipino Citizen Naturalized in a Foreign Country (CONVERSION)

Office or Division:	Baguio Immigration District Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may Avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Return to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	<p>Front/ Information Desk, Immigrant/Non-Immigrant Window or downloadable from www.immigration.gov.ph</p>
<p>1. Original Passport</p>	<p>Principal Applicant</p>
<p>2. Letter Request addressed to the Commissioner (1 original +1 photocopy)</p>	<p>Principal applicant (Note: Letter must indicate names of dependents included in the same application)</p>
<p>3. Duly accomplished Consolidated General Application Form (BI Form CGAF-001-Rev 2) with all entries in capital letters using English character only, and originally signed by the applicant (2 original +1 photocopy)</p>	<p>Principal Applicant</p>
<p>4. Photocopies of the following (3 copies each):</p> <ul style="list-style-type: none"> a. biographical data page b. Latest admission with valid authorized stay (*visa must be updated at the time of assessment of fees) 	<p>Principal Applicant</p>
<p>5. Birth Certificate: (1 original + 1 photocopy)</p>	<ul style="list-style-type: none"> a. If issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language

<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original + 1 photocopy)</p> <ul style="list-style-type: none"> Note: This may be incorporated in the letter request. If so, letter must be notarized 	Principal Applicant
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original + 1 photocopy)</p>	National Bureau of Investigation
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p>	Immigrant/Non-Immigrant Assessment Window
<p>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.</p>	Bureau of Quarantine
<p>DEPENDENTS</p> <p>1. Original Passport</p> <p>2. Dully accomplished CGAF BI Form CGAF-001-Rev 2) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original + 1 photocopy for each dependent)</p>	<p>Dependent</p> <p>Dependent and Principal Applicant</p>
<p>3. Photocopies of the following (3 copies for each dependent)</p> <p>a. passport bio-page</p> <p>b. latest admission with valid authorized stay (Visa must be updated at the time of assessment of fees for conversion)</p>	Dependent

<p>4. Proof of filiations with the petitioner (1 original +1 photocopy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>a. If issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR)</p> <p>b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language</p>
<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original + 1 photocopy for each dependent 15 years old and above)</p>	<p>National Bureau of Immigration</p>
<p>6. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Immigrant/Non-Immigrant Assessment window</p>
<p>Procedural 1. Photo and biometric capturing (only for four (4) years old and above)</p>	<p>BI Baguio (ACR I-Card Window)</p>

ACR I-CARD APPLICATION
(Refer to ACR I-Card Issuance)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1.1. Present original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-Baguio (Immigrant/Non-Immigrant window) for Evaluation.</p>	<p>1.1. Attach Checklist of Requirements to the application 1.2. Receive visa application and original passport, then review completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirement</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator (Immigrant/ Non-Immigrant Window)</i></p>
<p>2.1. Present original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to Bureau of Immigration Baguio (Immigrant/Non- Immigrant window) for evaluation</p>	<p>2.1. Receive ACR I-Card application and <u>original passport</u> 2.2. Attach Checklist of ACR I-Card Requirement to the application, then review the completeness and propriety of documentary requirements. 2.3. Sign Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator (Immigrant/ Non-Immigrant Window)</i></p>

<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>3.1. Scan the passport to generate the applicant's details, and verify derogatory records and updated stay at the time of assessment of fees 3.2. Require updating of visa if necessary before assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator (Immigrant/ Non-Immigrant window) or Assessor (Immigrant/ Non-Immigrant assessment window)</i></p>
<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment 4.2. Pays the required fees</p>	<p>4.1. Receive application with Order of Payment Slip (OPS) 4.2. Accept payment and issue OR 4.3. Return application with OR to applicant</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Evaluator/ Staff (Immigrant/Non-Immigrant Window)</i></p>
<p>5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to (Immigrant/Non- Immigrant window)</p>	<p>5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode)</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/ Staff (Immigrant/Non-Immigrant Window)</i></p>

	5.3. Provide copy of Official Receipt to applicant			
None	6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification 6.4. Submits visa and ACR Icard application to Acting Alien Control Officer (ACO) for review and recommendation	None	Within 1 working day	<i>Accountable Officer/Evaluator (Immigrant/Non-Immigrant window)</i>
7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above) 7.2. Secure Claim Stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time 7.2. Issues the claim stub for ACR I- Card	None	Within 1 working day	<i>Staff (ACR I-Card Window)</i>

8. Attend on scheduled hearing/interview	8.1. Review visa application 8.2. Conduct Hearing/Interview of applicant and petitioner 8.3. Recommend approval of application 8.4. Return application with recommendation to accountable officer for Immigrant/Non-immigrant visa	None	Within 1 working day	<i>Alien Control Officer (ACO)</i>
None	9.1. Prepare endorsement and transmittal 9.2. Encodes application details with assigned HO in Visa Task Force (VTF) records 9.3. Update status of application to "For Agenda" on VAIS 9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval	None	Within 24 Hours from recommendation for approval	<i>Staff (Immigrant/ Non-Immigrant Window)</i>
None	10. Deliberation, approval or disapproval of application	None	Refer to LD and BOC procedure	<i>Legal Division/BOC</i>

None	11. Publication of approved/denied visa application	None	Refer to MISD procedure	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
12.1. Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window) 12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport 12.3. Secure a certified true copy of Order	12.1. Receive original passport and check approval Order 12.2. If approved, implement visa on applicant's passport 12.3. Release passport and certified true copy of Order	None	10 minutes	<i>Accountable Officer/Evaluator (Immigrant/Non-Immigrant Window)</i>
13.1. Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window) 13.2. Claim ACR I-Card	13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office 13.2. Release the ACR I-Card	None	5 minutes	<i>Staff (ACR I-Card Window)</i>

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



FEES TO BE PAID			
CATEGORY	PRINCIPAL SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00 PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00 USD 50.00	USD 50.00	USD 50.00

3. PRE-ARRANGED EMPLOYEE VISA (9G COMMERCIAL) -CONVERSION FROM TOURIST VISA

Office or Division	Baguio Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may Avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>DOCUMENTARY</p> <p>*Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	<p>Front/Information desk or downloadable from www.immigration.gov.ph</p>

A. PRINCIPAL

1. Joint letter request addressed to the Commissioner, from petitioner (1 original +1 photocopy)
2. Duly accomplished Consolidated General Application Form(CGAF for Non-Immigrant Visa) with all entries in English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (2 original + 1 photocopy)

IMPORTANT NOTE 1:

Authorized representatives are:

- i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2:

Petitioner

Applicant and Petitioner

Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii)

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IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)	
3. Photocopies of the following: a. Passport Biographical data page b. Latest admission with valid authorized stay (*visa must be updated at the time of assessment of fees)	Principal Applicant
4. Photocopy of Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment or Assignment of applicant or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)	Petitioner
5. Photocopy of petitioner's latest ITR with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details or other similar evidence)	Bureau of Internal Revenue (BIR)



<p>6. If petitioner is</p> <p>i. Corporation or partnership, photocopies of the following:</p> <ul style="list-style-type: none"> a. SEC Registration b. Articles of Incorporation c. GIS (General Information Sheet of current year stamped “received” by SEC <p>ii. If petitioner is a Single proprietorship, photocopies of the following:</p> <ul style="list-style-type: none"> a. DTI Certificate of Registration of Business b. Mayor’s Permit 	<p>Securities and Exchange Commission (SEC) for Corporation</p> <p>Department of Trade and Industry (DTI)</p> <p>Mayor’s Office</p> <p>Department of Labor and Employment (DOLE)</p> <p>Department of Justice (DOJ)</p>
<p>7. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (2 photocopies) with original receipt</p> <p>8. Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (2 photocopies)</p> <p>9. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner’s duly authorized representative as identified in No. 1 requirement(1 original + 1 photocopy)</p>	<p>Petitioner (Preferred format may be downloaded from BI website (www.immigration.gov.ph))</p>
<p>10. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or (1 original or certified true copy + 1 photocopy)</p>	<p>Professional Regulation Commission (PRC)</p>

<p>11. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original+ 1 photocopy)</p>	<p>Applicant and petitioner</p>
<p>12. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Bureau of Immigration Baguio Immigrant/Non-Immigrant assessment window</p>
<p>13. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>14. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original + 1 photocopy) and valid government-issued ID card (2 photocopies) of attorney-in-fact)</p>	<p>Bureau of Quarantine</p> <p>Petitioner and applicant's authorized representative</p>
<p>B. DEPENDENT</p>	
<p>1. Original Passport</p> <p>2. Duly accomplished Consolidated General Application Form(CGAF for Non-Immigrant Visa) using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original + 1 photocopy for each dependent)</p>	<p><u>Dependent</u></p> <p>Dependent/Principal and Petitioner</p>
<p>3. Photocopies of the following:</p> <ul style="list-style-type: none"> a. Passport Biographical data page b. Latest admission with valid authorized stay (*visa must be updated at the time of assessment of fees) 	<p>Dependent</p>



<p>4. Proof of filiations with the principal</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>4a. If marriage/birth Certificate is issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR)</p> <p>4b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(Bureau of Immigration Baguio) Immigrant/Non-Immigrant assessment window</p>
<p>6. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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 <u>after</u> June 2014.</p>	
<p>PROCEDURAL Photo and biometric capturing (only for applicant/s who <u>is/are four [4] years old and above</u>)</p>	<p>Bureau of Immigration Baguio ACR I-Card Window</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1. Present the original passport and other required documents for the visa application securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant Window) for evaluation</p>	<p>1.1. Receive visa application and original passport, then review the completeness and propriety of documentary requirements 1.2. Attach Checklist of Requirements to the application 1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Accountable Officer/Evaluator (Immigrant/Non-Immigrant Window)</p>
<p>2. Present original passport and other required documents for ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant window) for evaluation</p>	<p>2.1. Receive ACR I-Card application then review the completeness and propriety of documentary requirements 2.2. Attach Checklist of ACR I-Card Requirement to the application 2.3. Sign Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Accountable Officer (Immigrant/Non-Immigrant Window)</i></p>

<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>3.1. Scan the passport to generate the applicant's details, and verify derogatory records and updated stay at the time of assessment of fees 3.2. Require updating of visa if necessary before assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor/Evaluator (Immigrant/ Non-Immigrant Assessment window)</i></p>
<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment 4.2. Pays the required fees</p>	<p>4.1. Receive application with Order of Payment Slip (OPS) 4.2. Accept payment and issue OR 4.3. Return application with OR to applicant</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier (Cashier window)</i></p>
<p>5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non- Immigrant window</p>	<p>5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode) 5.3. Provide copy of Official Receipt to <u>applicant</u></p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Staff (Immigrant/ non-Immigrant window)</i></p>

None	6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification 6.4. Submits visa and ACR I-Card application to Acting Alien Control Officer (ACO) for review and recommendation	None	Within 1 working day	<i>Accountable Officer (ACR I-Card window)</i>
7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above) 7.2. Secure Claim Stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time 7.2. Issues the claim stub for ACR I-Card	None	Within 1 working day	<i>Accountable Officer (Immigrant/Non-Immigrant Window)</i>
8. Attend on scheduled hearing/interview	8.1. Review visa application 8.2. Conduct Hearing/Interview of applicant and petitioner 8.3. Recommend approval of application 8.4. Return application with recommendation to accountable officer for Immigrant/Non-immigrant visa	None	Within 1 working day	<i>Acting Alien Control Officer (ACO)</i>

None	9.1. Prepare endorsement and transmittal 9.2. Encodes application details with assigned HO in Visa Task Force (VTF) records 9.3. Update status of application to "For Agenda" on VAIS 9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval	None	Within 24 hours from recommendation	Staff (Immigrant/ Non-Immigrant Window) Staff (ACR I-Card window)
None	10. Evaluation, Deliberation and approval/disapproval of applications (Refer to Legal and BOC Procedure)	None	Refer to Legal and BOC Procedure)	(Refer to Legal and BOC Procedure)
None	11. Publication of approved/denied visa application	None	Refer to MISD Procedure	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



12.1. Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window) 12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport 12.3. Secure a certified true copy of Order	12.1. Receive original passport and check approval Order 12.2. If approved, implement visa on applicant's passport 12.3. Release passport and certified true copy of Order	None	10 minutes per application	<i>Accountable Officer (Immigrant/Non-Immigrant window)</i>
13.1. Present claim stub and implementation to BI Main Office Baguio (ACR I-Card Window) 13.2. <u>Claim ACR I-Card</u>	13.1. Receive claim stub and check if passport with visa printed ACR I-Card is received from ARD 13.2. Release the ACR I-Card	None Refer to table below	5 minutes per Application 30 days up to 60 days	<i>Staff (ACR I-Card window)</i>

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)			
CATEGORY	PRINCIPAL SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees	PHP 10,630.00 - PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD



2. ACR I-Card	USD 50.00		50.00
B. 2 YEARS	PHP 18,170.00 - PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card	USD 100.00		
C. 3 YEARS	PHP 25,710.00 - PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card	USD 150.00		

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (OTHER CORPORATIONS)			
CATEGORY	PRINCIPAL SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00 - PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card	USD 50.00		
B. 2 YEARS	PHP 17,170.00 - PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00



2. ACR I-Card	USD 100.00		
C. 3 YEARS	PHP 24,210.00 - PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
	USD 150.00	USD 150.00	USD 150.00
1. Visa Fees	USD 150.00		
2. ACR I-Card			

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

4. Pre-arranged Employee Visa (Non-Commercial/Missionary) - CONVERSION

Office or Division	Baguio Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

Who may Avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old
	This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.
	IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <p>1. Letter request addressed to the Commissioner from the representative of the petitioner</p> <p>2. Duly accomplished Consolidated General Application Form (CGAF for Non-Immigrant Visa) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry</p>	<p>Front/Information Desk or downloadable from www.immigration.gov.ph</p> <p>Petitioner</p> <p>Applicant and Petitioner</p>
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<p>(DTI)</p> <ul style="list-style-type: none"> ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>3. Certificate of Appointment or Assignment of Applicant originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (2 photocopies)</p>	<p>Petitioner</p>
<p>4. Photocopies of the following: (3 copies each)</p> <ul style="list-style-type: none"> a. Passport Biographical data page b. Latest admission with valid authorized stay (*visa must be updated at the time of assessment of fees) 	<p>Principal Applicant</p>
<p>5. Copies of the following: (1 certified true Copy each + 1 photocopy)</p> <ul style="list-style-type: none"> a. SEC Registration b. Articles of Incorporation; and c. General Information Sheet 	<p>Principal Applicant</p>



6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government	Principal Applicant and petitioner
(1 original + 1 photocopy)	
7. Bureau of Immigration Clearance Certificate (1 original)	Bureau of Immigration Baguio Immigrant/Non-Immigrant Window
8. (Bureau of Immigration Accreditation Identification (ID) card or certificate (2 photocopies) if filed through an accredited liaison officer, or Special Power of Attorney (1 original + 1 photocopy) and valid government- issued ID card (2 photocopies) of attorney-in-fact	Authorized representative of Petitioner
9. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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	Bureau of Quarantine
DEPENDENT/S 10. Duly accomplished Consolidated General Application Form(CGAF For Non-Immigrant Visa) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original + 1 photocopy for each dependent)	Dependent/Principal applicant and Petitioner



<p>11. Proof of filiations with the principal: a. If marriage/birth Certificate is issued in the Philippines, it must be secured from the (Birth or Marriage Certificate)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that indicating the spouse/parents of the passport holder has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if cannot be accepted for this requirement issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if</p>	<p>Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage</p>
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<p>written in other foreign language</p>	
<p>12. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Bureau of Immigration Baguio Immigrant/Non-Immigrant Window</p>
<p>13. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>Bureau of Quarantine</p>
<p>PROCEDURAL 14.1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above) ACR I-CARD DOCUMENTARY (Refer to ACR I-Card Issuance Transaction)</p>	<p>Bureau of Immigration Baguio ACR I-Card Window</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant Window) for evaluation</p>	<p>1.1. Attach Checklist of Requirements to the application 1.2. Receive visa application and original passport, then review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Accountable Officer (Immigrant/Non-Immigrant Window)</i></p>
<p>2. Present original passport and other required documents for ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant window) for evaluation</p>	<p>2.1. Receive the ACR I-Card application and original passport 2.2. Attach Checklist of ACR I-Card Requirement to the application, then review the completeness and propriety of documentary requirements 2.3. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Accountable Officer/Evaluator (Immigrant/Non-Immigrant window)</i></p>



<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>3.1. Scan the passport to generate the applicant's details, and verify derogatory records and updated stay at the time of assessment of fees 3.2. Require updating of visa if necessary before assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Accountable Officer (Immigrant/Non-Immigrant Window)</i></p>
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<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment 4.2. Pays the required fees</p> <p>5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non-Immigrant window</p> <p style="text-align: center;">None</p>	<p>4.1. Receive application with Order of Payment Slip (OPS) 4.2. Accept payment and issue OR 4.3. Return application with OR to applicant</p> <p>5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode) 5.3. Provide copy of Official Receipt to applicant</p> <p>6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification 6.4. Submits visa and ACR I-Card application to Acting Alien Control Officer (ACO) for review and recommendation</p>	<p>Refer to table below</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p>	<p style="text-align: center;">10 minutes per application</p> <p style="text-align: center;">10 minutes per application</p> <p style="text-align: center;">10 minutes per application</p>	<p style="text-align: center;"><i>Cashier (Cashier Window)</i></p> <p style="text-align: center;"><i>Staff (Immigrant /Non-Immigrant window)</i></p> <p style="text-align: center;"><i>Accountable Officer (Immigrant/ Non-Immigrant Window)</i></p>
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<p>7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above) 7.2. Secure Claim Stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time 7.2. Issues the claim stub for ACR I- Card</p>	<p>None</p>	<p>10 minutes per applicant</p>	<p><i>Staff (ACR I-Card window)</i></p>
<p>8. Attend on scheduled hearing/interview</p> <p>None</p> <p>None</p>	<p>8.1. Review visa application 8.2. Conduct Hearing/Interview of applicant and petitioner 8.3. Recommend approval of application 8.4. Return application with recommendation to accountable officer for Immigrant/Non-immigrant visa</p> <p>9.1. Prepare endorsement and transmittal 9.2. Encodes application details with assigned HO in Visa Task Force (VTF) records 9.3. Update status of application to "For Agenda" on VAIS 9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval</p> <p>10. Evaluation, Deliberation and approval/disapproval of applications (Refer to Legal and BOC Procedure)</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes per application</p> <p>Within 24 hours from receipt of recommendation</p> <p>Refer to LD/BO</p>	<p><i>Acting Alien Control Officer (ACO)</i></p> <p><i>Staff (Immigrant/ Non-Immigrant Window)</i></p> <p><i>Legal Division (LD) and Board of</i></p>



			C Procedure	<i>Commissioner (BOC)</i>
None	11. Publication of approved/denied visa application	None	Refer to MISD Procedure	<i>Managem ent Information System Division (MISD)</i>



12.1. Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window) 12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport 12.3. Secure a certified true copy of Order	12.1. Receive original passport and check approval Order 12.2. If approved, implement visa on applicant's passport 12.3. Release passport and certified true copy of Order	None	10 minutes per application	Accountable Officer (Immigrant/Non-Immigrant Visa)
13.1. Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window)	13.2. Claim ACR I-Card 13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office 13.2. Release the ACR I-Card	None	5 minutes 30 up to 60 days	Accountable Officer (ACR I-Card window)
TOTAL		(Refer to the table below)		

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL/MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEES TO BE PAID (WITH ENDORSEMENT)			
CATEGORY	PRINCIPAL SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR	PHP 10,130.00 PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card	USD 50.00		
B. 2 YEARS	PHP 12,860.00 - PHP10,650.00	PHP 19,550.00	PHP 19,550.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card	USD 100.00		
C. 3 YEARS	PHP 24,210.00 - PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card	USD 150.00		

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)			
CATEGORY	PRINCIPAL SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR	PHP 10,130.00 PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card	USD 50.00		
B. 2 YEARS	PHP 12,860.00 - PHP10,650.00	PHP 19,550.00	PHP 19,550.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card	USD 100.00		
C. 3 YEARS	PHP 24,210.00 - PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card	USD 150.00		

5. PRE-ARRANGED EMPLOYEE VISA (Sec. 9G Commercial) - EXTENSION

Office or Division:	Baguio Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<p>VISA APPLICATION</p> <p>DOCUMENTARY Front/Information Desk or download checklist and application form from website order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>PRINCIPAL</p> <ol style="list-style-type: none">1. Original Passport Principal applicant2. Joint Letter request to the Commissioner <u>signed by both applicant and petitioner</u>3. Duly accomplished CGAF For Non-Immigrant Visa <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p>	<p>Required documents must be arranged in the (www.immigration.gov.ph)</p> <p>Applicant and petitioner</p>
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<p>Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>4. Photocopy of renewed Employment Contract, Secretary's Certificate of Election, Appointment of Assignment of applicant, or equivalent document, with details of exact compensation, duration of employment and comprehensive description of nature and scope of the applicant's position in the company</p>	<p>Petitioner</p>

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5. Photocopy of General Information Sheet (GIS) for the current year stamped “received” by SEC (for corporations and partnerships); or Mayor’s permit for the current year (for Sole proprietorship)	Securities and Exchange Commission (SEC) or Mayor’s Office
6. Photocopy of petitioner’s latest Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller’s validation slip, BIR’s eFPS payment details’ print out or other similar evidence	Bureau of Internal Revenue (BIR)
7. Photocopy of Alien Employment Permit (Original must be presented at the time of application)- (2 photocopies)	Department of Labor and Employment (DOLE)
8. Notarized certification of number of foreign employees (1 original + 1 photocopy)	Petitioner or {(Preferred format may be downloaded from website v
9. Photocopies of the following: a. Passport Biographical data page b. visa implementation page c. Latest admission with valid authorized stay (*visa must be valid at the time of assessment of fees)	Principal applicant
10. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original + 1 photocopy) Note: This may be incorporated in the letter request. If so, letter must be notarized	Principal applicant and Petitioner

<p>11. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p>
<p>12. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Bureau of Immigration Baguio (Immigrant/Non-Immigrant window)</p>
<p>13. NOTE: Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p>	<p>Applicant or petitioner</p>
<p>14. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>Bureau of Quarantine</p>
<p>15. (Bureau of Immigration Accreditation Identification (ID) card or certificate (2 photocopies) if filed through an accredited liaison officer, or Special Power of Attorney (1 original + 1 photocopy) and valid government-issued ID card (2 photocopies) of attorney-in-fact</p>	<p>Applicant's authorized representative</p>



<p>DEPENDENT DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <ol style="list-style-type: none"> 1. Original Passport 2. Duly accomplished Consolidated General Application Form (BI Form CGAF-001-Rev 2) with all entries in capital letters using English character only, and originally signed by the applicant (2 original +1 photocopy) 	<p>Front/Information Desk or download checklist and application form from website (www.immigration.gov.ph)</p> <p>Dependent</p> <p>Dependent/principal applicant and petitioner</p> <p>Dependent</p>

<ol style="list-style-type: none"> 2. Duly accomplished Consolidated General Application Form (BI Form CGAF-001-Rev 2) with all entries in capital letters using English character only, and originally signed by the <u>applicant (2 original +1 photocopy)</u> 3. Photocopies of the following: <ol style="list-style-type: none"> a. Passport Biographical data page b. Latest admission with valid authorized stay (*visa must be updated at the time of assessment of fees)

4. Proof of Filiation to principal applicant

a. If marriage/birth Certificate is issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage

IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for

this requirement

b. If issued abroad, must be authenticated by the Philippine Foreign Service Post

(PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language

5. Bureau of Immigration Clearance Certificate

(1 original)

Bureau of Immigration Baguio (Immigrant/Non-immigrant window)



<p>6. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>Bureau of Quarantine</p>
<p>PROCEDURAL N/A</p>	
<p>ACR I-CARD APPLICATION</p>	
<p>DOCUMENTARY</p>	
<p>Refer to ACR I-Card Renewal</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant Window) for evaluation</p>	<p>1.1. Receive visa application and original passport, then review the completeness and propriety of documentary requirements 1.2. Attach Checklist of Requirements to the application 1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Accountable Officer Immigrant/Non-Immigrant window</i></p>
<p>2. Present original passport and other required documents for ACR I-Card application,</p>	<p>2.1. Receive ACR I-Card application then review the completeness and propriety of documentary requirements 2.2. Attach Checklist of ACR I-Card Requirement to the application</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Accountable Officer (Immigrant/Non-Immigrant Window)</i></p>

<p>securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant window) for evaluation</p>	<p>2.3. Sign Checklist of Requirements</p>			
<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>3. Makes sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Evaluator/Assessor (Immigrant/Non-immigrant Window)</i></p>
<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment 4.2. Pays the required fees 5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non-Immigrant window</p>	<p>4.1. Receive application with Order of Payment Slip (OPS) 4.2. Accept payment and issue OR 4.3. Return application with OR to applicant 5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode) 5.3. Provide copy of Official Receipt to applicant</p>	<p>Refer to table below None</p>	<p>10 minutes per application 10 minutes</p>	<p><i>Cashier (Cashier Window)</i> <i>Evaluator/Staff (Immigrant/Non-Immigrant window)</i></p>



None	6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO	None	10 minutes per application	<i>Evaluator/Accountable Officer (Immigrant/Non-immigrant window)</i>
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BUREAU OF IMMIGRATION
 CITIZEN'S CHARTER 2023

	Certification/Hearing Certification 6.4. Submits visa and ACR I-Card application to Acting Alien Control Officer (ACO) for review and recommendation			
7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above) 7.2. Secure Claim Stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time 7.2. Issues the claim stub for ACR I-Card	None	10 minutes per application	<i>Staff (ACR I-Card Window)</i>



8. Attend on scheduled hearing/interview	8.1. Review visa application 8.2. Conduct Hearing/Interview of applicant and petitioner 8.3. Recommend approval of application 8.4. Return application with recommendation to accountable officer for Immigrant/Non-immigrant visa	None	1 working day	<i>Acting Alien Control Officer ACO</i>
None	9.1. Prepare endorsement and transmittal 9.2. Encodes application details with assigned HO in Visa Task Force (VTF) records 9.3. Update status of application to "For Agenda" on VAIS 9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval	None	1 working day	<i>Staff (Immigrant/Non-Immigrant window)</i>
None	10. Evaluation, Deliberation and approval/disapproval of applications (Refer to Legal and BOC Procedure)	None	Refer to Legal Division/BOC Procedure	<i>Legal Division Board of Commissioners (BOC)</i>



None	11. Publication of approved/denied visa application	None	Refer to MISD Procedure	Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
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<p>12.1. Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window)</p> <p>12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport</p> <p>12.3. Secure a certified true copy of Order</p> <p>13.1. Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window)</p> <p>13.2. Claim ACR I-Card</p>	<p>12.1. Receive original passport and check approval Order</p> <p>12.2. If approved, implement visa on applicant's passport</p> <p>12.3. Release passport and certified true copy of Order</p> <p>13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office</p> <p>13.2. Release the ACR I-Card</p>	<p>None</p> <p>None</p>	<p>1 working</p> <p>day 5</p> <p>minutes</p>	<p><i>Staff/Evaluator (Immigrant/Non-Immigrant window)</i></p> <p><i>Staff (ACR -I-Card window)</i></p>
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TOTAL		Refer to table below	30 up to 60 days	

EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613

FEE TO BE PAID (TOP 1000 CORPORATION)		
CATEGORY	PRINCIPAL SPOUSE DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,560.00	PHP 6,860.00



1. Visa Fees		PHP 6,860.00	PHP 6,860.00	USD 50.00
2. ACR I-Card	USD 50.00	USD 50.00	USD 50.00	

B. 2 YEARS	PHP 14,100.00			PHP 12,700.00
1. Visa Fees		PHP 12,700.00	PHP 12,700.00	USD 100.00
2. ACR I-Card	USD 100.00	USD 100.00	USD 100.00	

C. 3 YEARS	PHP	18,540.00	USD 150.00	
1. Visa Fees	20,640.00	USD 150.00	PHP	
2. ACR I-Card	USD 150.00	PHP	18,540.00	
Card	PHP	18,540.00	USD 150.00	

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEES TO BE PAID (OTHER CORPORATIONS)			
CATEGORY	PRINCIPAL SPOUSE DEPENDENT (BELOW 16 YEARS OLD)		DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,060.00		PHP 6,360.00
1. Visa Fees		PHP 6,360.00	USD 50.00
2. ACR I-Card	USD 50.00		
		USD 50.00	
			USD 50.00
B. 2 YEARS	PHP 13,100.00		PHP 11,700.00
1. Visa Fees		PHP 11,700.00	USD 100.00
2. ACR I-Card	USD 100.00		
		USD 100.00	
			USD 100.00
C. 3 YEARS	PHP	17,040.00	USD 150.00
1. Visa Fees	19,140.00	USD 150.00	PHP
2. ACR I-	USD 150.00	PHP	17,040.00

Card

PHP

17,040.00

USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

6. Pre-arranged employee visa- (Sec. 9G Non Commercial) Missionary - EXTENSION

Office or Division:	<u>Baguio Immigration Field Office Highly</u>
Classification:	Technical

Type of Transaction: G2C - Government to Citizen

Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS WHERE TO SECURE

I. VISA APPLICATION Front/Information Desk or downloadable from website (immigration.gov.ph)

DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

PRINCIPAL

1. Letter Request addressed to the Commissioner from petitioner (1 original +1 photocopy)
Application Form (CGAF for Non-Immigrant Visa) with all entries in capital letters using English character only, and originally signed
2. Duly accomplished Consolidated General by the applicant (2 original +1 photocopy)

IMPORTANT NOTE 1: Authorized representatives are:

The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured

from the Securities and Exchange Commission (SEC), or
the registered owner of a sole proprietorship as indicated in the Certificate of
Business Name Registration issued by the
Petitioner

Principal applicant and petitioner

Department of Trade and Industry (DTI)
Officers of the corporation or partnership other than
those identified in (i) provided they are duly
authorized by such officers through a
Board Resolution, Corporate Secretary's Certificate or
Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2:

Liaison Officers duly accredited by the Bureau of
Immigration are not authorized to represent the
petitioner notwithstanding the issuance of a Special
Power of Attorney in their favor, unless they are
identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3:

If the duly authorized representative as identified in (i)
and (ii) is a foreign national, he is required to Attach his
passport biographical data page and implementation
page of valid visa (1 photocopy each)

in the community/barangay (1 original + 1
photocopy) 4. Photocopies of the following:

3. Barangay Certification stating that that applicant is actually rendering missionary services a. Passport Biographical data page
b. visa implementation page

c. Latest admission with valid authorized stay (*visa must be valid at the time of assessment of fees) 5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original + 1 photocopy)

6. Bureau of Immigration Clearance Certificate (BICC) (1 original)
Barangay Office of applicant's place of assignment

Principal applicant

Principal applicant and petitioner

BI Baguio (Immigrant/Non-Immigrant window

7. NOTE; Order of conversion /latest extension, or valid ACR I-Card with 2. Photocopies of the following:

the name of petitioner (1 photocopy) may facilitate the processing of this application

8. (Bureau of Immigration Accreditation Identification (ID) card or certificate (2 photocopies) if filed through an accredited liaison officer, or Special Power of Attorney (1 original + 1 photocopy) and valid government-issued ID card (2 photocopies) of attorney-in-fact **DEPENDENT/S**

DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

1. Duly accomplished Consolidated General Application Form(CGAF For Non-Immigrant Visa) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original + 1 photocopy for each dependent)

a. Passport Biographical data page

b. visa implementation page

c. Latest admission with valid authorized stay (*visa must be valid at the time of assessment of fees) 3. Proof of filiation with the principal:

IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement
Applicant/Petitioner

Authorized representative

Front/Information Desk or downloadable from website (immigration.gov.ph)

Dependent/Principal applicant



Dependent

a. If marriage/birth Certificate is **issued in the Philippines**, it must be secured from the Philippine Statistics Authority (**PSA**) or Local Civil Registry (**LCR**) of the place of birth or marriage

b. If **issued abroad**, must be authenticated by the Philippine Foreign Service Post (**PFSP**) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the

local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language

4. Bureau of Immigration Clearance Certificate (BICC) (1 original + 1 photocopy for each

* If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)
dependent)

BI Baguio (Immigrant/Non-Immigrant window)

PROCEDURAL - N/A N/A

II. ACR I-CARD APPLICATION Refer to ACR I-Card Renewal

CLIENT STEPS AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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<p>1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant Window) for evaluation</p> <p>1.1. Receive visa application and original passport, then review the completeness and propriety of documentary requirements</p> <p>1.2. Attach Checklist of Requirements to the application</p> <p>1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof</p> <p>1.4. Sign the Checklist of Requirements</p>	<p>None</p>	<p>10 minutes per application</p>	<p>Evaluator/Accountable Officer (Immigrant/Non-Immigrant window)</p>
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2. Present original passport and other required documents for ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio

for evaluation

2.1. Receive ACR I-Card application then review the completeness and propriety of documentary requirements

Card Requirement to the application

2.3. Sign Checklist of Requirements

None 10 minutes per application



(Immigrant/Non-Immigrant window)
 (Immigrant/Non-Immigrant window) 2.2. Attach Checklist of ACR I-Evaluator

3. Make sure that authorized stay 3.1. Scan the passport to generate the None 10 minutes per Evaluator

<p>is valid and updated at the time of assessment of fees</p> <p>applicant's details, and verify derogatory records and updated stay at the time of assessment of fees</p> <p>3.2. Require updating of visa if necessary before assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>		<p>application</p>	<p>(Immigrant/Non-Immigrant window)</p>
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<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment</p>	<p>4.1. Receive application with Order of Payment Slip (OPS)</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Cashier (Cashier window)</i></p>
<p>4.2. Pays the required fees</p>	<p>4.2. Accept payment and issue OR 4.3. Return application with OR to applicant</p>	<p>None</p>	<p>within 1 working day</p>	<p><i>Staff (Immigrant/Non-Immigrant window)</i></p>
<p>5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non-Immigrant window</p>	<p>5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode) 5.3. Provide copy of Official Receipt to applicant</p>	<p>None</p>	<p>within 1 working day</p>	<p><i>Accountable Officer (Immigrant/Non-Immigrant transactions)</i></p>
<p>None 6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification</p>	<p>6.1. Schedule applicant and petitioner for Hearing and interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification</p>	<p>None</p>	<p>within 1 working day</p>	<p></p>

6.4. Submits visa and ACR I-Card application to Acting Alien Control Officer			
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(ACO) for review and recommendation			
<p>7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above)</p> <p>7.2. Secure Claim Stub for ACR I-Card</p> <p>7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time</p> <p>7.2. Issues the claim stub for ACR I-Card</p>	None	within 1 working day	<i>Staff/Evaluator (ACR I-Card window)</i>

<p>8. Attend on scheduled hearing/interview</p> <p>8.1. Review visa application</p> <p>8.2. Conduct Hearing/Interview of applicant and petitioner</p> <p>8.3. Recommend approval of application</p> <p>8.4. Return application with recommendation to accountable officer for Immigrant/Non-immigrant visa</p>	<p>None</p>	<p>within 1 working day</p>	<p><i>Acting Alien Control Officer (ACO)</i></p>
<p>None 9.1. Prepare endorsement and transmittal details with assigned HO in Visa Task Force (VTF) records</p> <p>9.2. Encodes application</p> <p>9.3. Update status of application to "For Agenda" on VAIS</p> <p>9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office for further review and approval</p>	<p>None</p>	<p>within 1 working day</p>	<p><i>Staff (Immigrant/Non-Immigrant window)</i></p>

None 10. Evaluation, Deliberation and approval/disapproval of applications (Refer to Legal and BOC Procedure)	None	Refer to Legal Division and BOC Procedure	<i>Legal Division and Board of Commissioner</i>
None 11. Publication of approved/denied visa application	None	Refer to MISD procedure	<i>Management Information System Division (MISD)</i>

12.1. Submit original passport to BI 13.2. Claim ACR I-Card

13.2. Release the ACR I-Card and

Officer

Baguio

(Immigrant/Non-Immigrant Window)

12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport

12.3. Secure a certified true copy of Order

13.1. Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window)

12.1. Receive original passport and check approval Order

12.2. If approved, implement visa on applicant's passport

12.3. Release passport and certified true copy of Order

13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office
encode release of ACR I-Card in the ACR I-Card System
None 10 minutes per application

None 5 minutes per application
Staff/Evaluator/Accountable
30 up to 60 days
(Immigrant/Non-Immigrant window)

Staff (ACR I-Card window)

TOTAL Refer to table below



EES TO BE PAID	F
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EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA - SECTION 9(G) is covered under CA 613.

(WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL SPOUSE		DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 5,250.00			
1. Visa Fees		PHP 4,550.00	PHP 4,550.00	PHP 4,550.00
2. ACR I-Card	USD 50.00		USD 50.00	USD 50.00
		USD 50.00		



B. 2 YEARS	PHP 7,980.00	PHP 7,080.00	PHP 7,080.00	PHP 7,080.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card		USD 100.00		
C. 3 YEARS			PHP 19,550.00	PHP 19,050.00
1. Visa Fees	PHP 24,210.00		USD 150.00	USD 150.00
2. ACR I-Card	USD 150.00	PHP 19,800.00		
		USD 150.00		

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL SPOUSE		DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 5,250.00	PHP 4,550.00	PHP 4,550.00	PHP 4,550.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00



2. ACR I-Card			
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ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

7. Probationary Immigrant Visa by Marriage (Sec. 13A and MCL-07-021) - CONVERSION

Office or Division:	Baguio Immigration District Office Unit 123A&C, EGI Albergo Residences, #1 Lualhati Barangay, Baguio City
Classification:	Highly Technical

Type of Transaction: G2C - Government to Citizen

Who may avail: A. FOR APPLICANTS UNDER SEC. 13A

The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be national of the following countries:

Algeria (Female) Greece Northern Mariana Island Argentina Guatemala Norway Australia Honduras Oman (Female) Austria Hong Kong SAR Papua New Guinea Belgium Indonesia (Female) Paraguay Belize Iraq Peru Bolivia Ireland Russia Botswana Iceland Saudi Arabia (Female) Bosnia & Herzegovina Israel Senegal Brazil Italy Serbia Canada Japan Singapore Cape Verde Latvia Slovak Republic Chile Lesotho Slovenia Colombia Libya (Female) South Africa Costa Rica Lithuania South Korea Croatia Luxembourg Spain



<p>CHECKLIST OF REQUIREMENTS</p>	<p>Cuba Macau SAR Suriname Czech Republic Malaysia (Female) Sweden Denmark Malta** Switzerland Ecuador Marshall Islands Thailand Egypt* Mexico Trinidad and Tobago El Salvador Micronesia Tunisia Estonia Monaco Turkey Finland Montenegro United Kingdom Fiji The Netherlands Uruguay France New Zealand USA Gabon Nicaragua Venezuela Germany Nigeria (Female)</p> <p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>B. APPLICANTS UNDER MCL-07-021</p> <p>Nationals of the People's Republic of China and/or their dependents who are:</p> <ul style="list-style-type: none"> a. Unmarried; and b. Under the age of 21 <p><u>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application WHERE TO SECURE</u></p>
<p>I. VISA APPLICATION</p>	



<p>DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely</p>	<p>Front/Information Desk or downloadable from website (immigration.gov.ph)</p>
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<p>fastened in a legal size (8½x 14 in.) folder</p>	
<p>PRINCIPAL</p>	
<p>1. Joint Letter Request addressed to the Commissioner (1 original +1 photocopy)</p>	<p>Principal Applicant and Petitioning spouse</p>

<p>2. Duly accomplished Consolidated General Application Form (BI Form CGAF-001-Rev 2) with all entries in capital letters using English character only, and originally signed by the applicant (2 original +1 photocopy)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate</p>	<p>Principal applicant and petitioner</p>
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<p>of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p>	
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IMPORTANT NOTE 3:

If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)



<p>3. Marriage Certificate or Marriage Contract</p>	<p>a. If Certificate is issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage</p> <p>b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language</p>
<p>4. Birth Certificate or Certified True Copy of BI-issued Identification Certificate as Filipino Citizen of the Filipino spouse</p> <p>5. Photocopies of the following: a. Passport Biographical data page b. visa implementation page c. Latest admission with valid authorized stay (*visa must be valid at the time of assessment of fees)</p>	<p>a. If Certificate is issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage</p> <p>b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language</p> <p>Principal applicant</p>

<p>6. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6)</p>	<p>National Bureau of Investigation</p>
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<p>months or more from the date of first arrival in the Philippines (1 original + 1 photocopy)</p>	
<p>7. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original + 1 photocopy)</p>	<p>Principal applicant and petitioner</p>
<p>8. Bureau of Immigration Clearance Certificate (BICC) (1 original)</p>	<p>BI Baguio (Immigrant/Non-Immigrant window)</p>

<p>9. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>10. (Bureau of Immigration Accreditation Identification (ID) card or certificate (2 photocopies) if filed through an accredited liaison officer, or Special Power of Attorney (1 original + 1 photocopy) and valid government-issued</p>	<p>Bureau of Quarantine</p> <p>Authorized Representative</p>
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ID card (2 photocopies) of attorney-in-fact	
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DEPENDENT/S	* Applies only to Nationals Eligible under Sec. 13A
<p>DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p>	<p>Front/Information Desk or downloadable from website (immigration.gov.ph)</p>
<p>1. Duly accomplished Consolidated General Application Form (CGAF For Non-Immigrant Visa) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original + 1 photocopy for each dependent)</p>	<p>Dependent</p>



<p>2. Photocopies of the following: a. Passport Biographical data page b. visa implementation page c. Latest admission with valid authorized stay (*visa must be valid at the time of assessment of fees)</p>	<p>Dependent</p>
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<p>3. Proof of filiation with the principal:</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>a. If birth Certificate is issued in the Philippines, it must be secured from the Philippine Statistics Authority (PSA) or Local Civil Registry (LCR) of the place of birth or marriage</p> <p>b. If issued abroad, must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, OR by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines/ OR apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language</p> <p>* If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p>
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<p>4. Bureau of Immigration Clearance Certificate (BICC) (1 original + 1 photocopy for each dependent)</p> <p>5. Original or Certified True Copy of Bureau of Quarantine Medical Clearance, if applicant is 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>BI Baguio (Immigrant/Non-Immigrant window)</p> <p>Bureau of Quarantine</p>
<p>PROCEDURAL</p>	
<p>1. Photo capturing and biometrics for ACR I-Card</p>	<p>BI Baguio District Office (ACR I-Card window)</p>
<p>ACR I-CARD</p>	

DOCUMENTARY Refer to ACR I-Card Issuance Transaction

CLIENT STEPS	AGENCY ACTION FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant Window) for evaluation	1.1. Receive visa application and original passport, then review the completeness and propriety of documentary requirements 1.2. Attach Checklist of Requirements to the application 1.3. Stamp “ORIGINAL SEEN” on photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements None	10 minutes per application	<i>Evaluator (Immigrant/Non-Immigrant Window)</i>



<p>2. Present original passport and other required documents for ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to BI Baguio (Immigrant/Non-Immigrant window) for evaluation</p> <p>3. Make sure that authorized stay is valid and updated at the time of assessment of fees</p>	<p>2.1. Receive ACR I-Card application then review the completeness and propriety of documentary requirements</p> <p>2.2. Attach Checklist of ACR I-Card Requirement to the application</p> <p>2.3. Sign Checklist of <u>Requirements</u></p> <p>3.1. Scan the passport to generate the applicant's details, and verify derogatory records and updated stay at</p>	<p>None</p> <p>None</p>	<p>10 minutes per application</p> <p>10 minutes per application</p>	<p><i>Evaluator (Immigrant/Non-Immigrant window)</i></p> <p><i>Evaluator (Immigrant/Non-Immigrant assessment window)</i></p>
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	<p>the time of assessment of fees</p> <p>3.2. Require updating of visa if necessary before assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>		
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<p>4.1. Submit the Order of Payment Slip (OPS) to cashier for payment 4.2. Pays the required fees</p> <p>5.1. Submit duly evaluated visa application with properly attached BICC and official receipt to Immigrant/Non-Immigrant window</p>	<p>4.1. Receive application with Order of Payment Slip (OPS)</p> <p>4.2. Accept payment and issue OR</p> <p>4.3. Return application with <u>OR</u> to applicant</p> <p>5.1. Receive duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Encode applicant's information in the Visa Application Information System [VAIS] to generate barcode)</p> <p>5.3. Provide copy of Official Receipt to applicant</p>	<p>Refer to table below</p> <p>None</p>	<p>10 minutes per application</p> <p>within 1 working day</p>	<p><i>Cashier (Cashier Window)</i></p> <p><i>Evaluator (Immigrant/Non-Immigrant Window)</i></p>
<p>None</p>	<p>6.1. Schedule applicant and petitioner for Hearing and</p>	<p>None</p>	<p>within 1 working day</p>	<p><i>Accountable officer (Immigrant/Non-Immigrant)</i></p>

	<p>interview 6.2. Advise applicant/petitioner of interview schedule 6.3. Prepares BOC, ACO Certification/Hearing Certification 6.4. Submits visa and ACR I-Card application to Acting Alien Control Officer (ACO) for review and recommendation</p>		<p><i>Window)</i></p>
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<p>7.1. Secure schedule for photo and biometric capturing (Only for four (4) years old and above)</p> <p>7.2. Secure Claim Stub for ACR I-Card</p> <p>8. Attend on scheduled hearing/interview</p> <p style="text-align: center;">None</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) on scheduled date and time</p> <p>7.2. Issues the claim stub for <u>ACR I-Card</u></p> <p>8.1. Review visa application</p> <p>8.2. Conduct Hearing/Interview of applicant and petitioner</p> <p>8.3. Recommend approval of application</p> <p>8.4. Return application with recommendation to accountable officer for <u>Immigrant/Non-immigrant visa</u></p> <p>9.1. Prepare endorsement and transmittal</p> <p>9.2. Encodes application details with assigned HO in Visa Task Force (VTF) records</p> <p>9.3. Update status of application to "For Agenda" on</p>	<p style="text-align: center;">None</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p>	<p style="text-align: center;">within 1 working day</p> <p style="text-align: center;">within 1 working day</p> <p style="text-align: center;">within 1 working day</p>	<p style="text-align: center;"><i>Staff/Evaluator (ACR I- Card window)</i></p> <p style="text-align: center;"><i>Acting Alien Control Officer (ACO)</i></p> <p style="text-align: center;"><i>Staff (Immigrant/Non-Immigrant window)</i></p>
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None	VAIS 9.4. Transmit applications to Visa Task Force (VTF), Legal Division and ARD main office <u>for further review and approval</u> 10. Evaluation, Deliberation and approval/disapproval of applications (Refer to Legal and BOC Procedure)	None	Refer to Legal Division and BOC Procedure	<i>Legal Division and Board of Commissioner</i>
None	11. Publication of approved/denied visa application	None	Refer to MISD procedure	<i>Management Information System Division (MISD)</i>



<p>12.1. Submit original passport to BI Baguio (Immigrant/Non-Immigrant Window)</p> <p>12.2. If approved, secure visa implementation and check validity of visa on the implemented visa on the passport</p> <p>12.3. Secure a certified true copy of Order</p> <p>13.1. Present claim stub and passport with visa implementation to BI Baguio (ACR I-Card Window)</p> <p>13.2. Claim ACR I-Card</p>	<p>12.1. Receive original passport and check approval Order</p> <p>12.2. If approved, implement visa on applicant's passport</p> <p>12.3. Release passport and certified true copy of Order</p> <p>13.1. Receive claim stub and check if printed ACR I-Card is received from ARD Main Office</p> <p>13.2. Release the ACR I-Card and encode release of ACR I-Card in the ACR I-Card System</p>	<p>None</p> <p>None</p>	<p>10 minutes per application</p> <p>5 minutes</p>	<p><i>Staff/Evaluator/Accountable Officer (Immigrant/Non-Immigrant window)</i></p> <p><i>Staff (ACR I-Card window)</i></p>
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TOTAL Refer to table below	30 up to 60 days
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CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID		
CATEGORY	PRINCIPAL DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00 PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate Of the Bangko Sentral ng Pilipinason the day of assessment)	USD 50.00 USD 50.00	USD 50.00

8. Student Visa (Sec. 9F) - CONVERSION

Office or Division:	Baguio Immigration Field Office
Classification:	Complex Transaction



Type of Transaction:	Government to Citizen (G2C)
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Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, BI-Baguio District Office, Units 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine



<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>Petitioning school</p> <p>Petitioning school</p> <p>Commission on Higher Education</p>
<p>7. CHED Endorsement for transfer and shifting of course, if applicable;</p>	<p>Commission on Higher Education</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>National Bureau of Investigation</p>
<p>9. Photocopy of BI school accreditation ID of the registrar or school representative;</p>	<p>Applicant</p>
<p>10. BI Clearance Certificate; and</p> <p>11. Valid Passport</p>	<p>BI-Baguio District Office, Units 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City</p> <p>Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<p><i>Staff</i></p> <p>Receiving Window, BI-Baguio District Office, Unit 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City</p>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system. 2.1 Issue the Order of Payment Slip (OPS).	None None	3 days (Express) 10 minutes	<p>Evaluation Officer</p> <p>9F Window, BI-Baguio District Office, Unit 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City</p> <p><i>Assessors</i></p> <p>9F Window, BI-Baguio District Office, Unit 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City</p>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS:	10 minutes	<i>Cashier</i>



		<p>Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00(<i>calculated accdg. To BSP Forex Rate on date of payment</i>)</p> <p>REGULAR: Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00(<i>calculated accdg. To BSP Forex Rate on date of payment</i>)</p>		<p>Cash Window, BI-Baguio District Office, Unit 123 A/C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City</p>
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<p>4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.</p> <p>5. Submit the claim stub.</p>	<p>4. Process the capturing of subject's biometric information (photograph and fingerprint).</p> <p>5. Implement the duly approved visa on subject's passport and release the passport with implemented visa and ACR I-Card.</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>15 minutes</p>	<p>Data capture staff/ officer</p> <p>Window 5, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p> <p>Implementors Window 3, Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex</p>
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<p>TOTAL:</p>	<p>Express</p>	<p>Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</p>	<p>3 days</p>	
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Regular Php 8,220.00 plus

ACR I-Card Fee of U.S.

\$50.00 (calculated accdg. To BSP Forex Rate on date of payment)

9. Student Visa (Sec. 9F) EXTENSION
 7 days

Office or Division:	Baguio District Office
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		Applicant/client & petitioning school

2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter, BI-Baguio District Office, Units 123 A&C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
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;	Previous school Commission on Higher Education Petitioning school 9F Window, BI-Baguio District Office, Units 123 A&C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City
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	Bureau of Quarantine
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).	National Bureau of Investigation



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<p><i>Receiving staff/officer</i></p> 9F Window, BI-Baguio District Office, Units 123 A&C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	5 to 10 minutes	<p>Evaluation Officer</p> 9F Window, BI-Baguio District Office, Units 123 A&C EGI Albergo Residences, #1 Villamor St., Brgy. Lualhati, Baguio City

<p>3. Present the OPS to the Cashier for payment.</p>	<p>2.1 Issue the Order of Payment Slip (OPS).</p> <p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>None</p> <p>Php 5,530.00 plus ACR I- Card Fee U.S. \$50.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	<p>5 to10</p> <p>minutes 10</p> <p>minutes</p>	<p><i>Assessors</i></p> <p>9F Window, BI-Baguio District Office, Units 123 A&C EGI Alberg Residence, #1 Villamor St., Brgy. Lualhati, Baguio City</p> <p><i>Cashier</i></p> <p>Cash Window, BI-Baguio District Office, Units 123 A&C EGI Alberg Residence, #1 Villamor St., Brgy. Lualhati, Baguio City</p>
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BALABAC IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Vessel Boarding Formalities

Office or Division:	Balabac Immigration Border Crossing Station		
Classification:	Simple Transaction		
Type of Transaction:	G2B - for government services whose client is a business entity		
Who may avail:	All vessels coming from foreign ports represented by the shipping agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Notice of Arrival		Shipping Company Agent	
Visaed Crew List		Shipping Company Agent	
Ship's Particulars		Shipping Company Agent	
Last Port Clearance		Shipping Company Agent	
Voyage Memo		Shipping Company Agent	
NIL List		Shipping Company Agent	
Letter of explanation on failure to secure an appropriate visa		Master/ Captain of the vessel	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notice of Arrival (NOA) and other relevant documents	1. Review and thoroughly assess the document/s submitted.	None	5 Minutes	Immigration Boarding Officer
2. Receive Order of Payment Slip (OPS)	2. Issuance of OPS	None	5 Minutes	Immigration Assessor
3. Pay for Visa Crew List should the Agency be notified of the vessel's failure to secure an appropriate visa from the last port.	3. Issuance of Official Receipt (O.R.) once paid and acknowledged by the Shipping Agent.	Visa fee per foreign seaman - PHP 100 Express fee - PHP 500 Legal Research fee - PHP 10	5 Minutes	Immigration Cashier

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assist the Immigration Boarding Officer on Boarding Formalities.	4. Immigration Boarding Officer will board the vessel on the arrival date for checking before issuing Boarding Formalities.	None	2 Hours	Immigration Boarding Officer
TOTAL		Visa fee per foreign seaman - PHP 100 Express fee - PHP 500 Legal Research fee - PHP 10	2 Hours and 15 Minutes	



2. Vessel Departure Formalities

Office or Division:	Balabac Immigration Border Crossing Station		
Classification:	Simple Transaction		
Type of Transaction:	G2B - for government services whose client is a business entity		
Who may avail:	All vessels departing to foreign ports represented by the shipping agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Notice of Departure		Shipping Company Agent	
Visaed Crew List		Shipping Company Agent	
Ship's Particulars		Shipping Company Agent	
Voyage Memo		Shipping Company Agent	
NIL List		Shipping Company Agent	
List of Embarking Crew, if any.		Shipping Company Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notice of Departure and other relevant documents.	1. Review and thoroughly assess the documents submitted.	None	5 mins	Immigration Boarding Officer
2. Assist the Immigration Boarding Officer on Departure Formalities.	2. Checking of any Derogatory Records for departing crew/s	None	15 mins	Immigration Boarding Officer
None	3. Immigration Boarding Officer will board the vessel on the departure date for final checking before issuing a Port Clearance.	None	1 Hour and 30 Minutes	Immigration Boarding Officer
TOTAL		NONE	1 Hour and 50 Minutes	



BALANGA IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES

1. Tourist Visa Extension

Office or Division:	Balanga Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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 3) Monthly or every 2 months extension thereafter
	B. <i>For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days</i>	
	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 3) Monthly or every 2 months extension thereafter
	E. <i>For holders of Macau SAR passports: FSC 122-11; 14 Days</i>	
	F. <i>For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 Days</i>	Allowed to extend only for 7 Days

	G. Executive Order No. 408 (EO408); 30 Days	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
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF. 001.Rev 02)	BI Balanga Field Office Public Information Assistance Unit /BI Website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant



<p><i>Additional requirements per visa category:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or</p>	<p>Applicant</p>
<p>2. Photocopy of BI Accreditation ID of the Travel Agent</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled-out application form, original passport and other supporting documents.</p>	<p>1. Review the completeness of application</p>	<p>None</p>	<p>5 Minutes</p>	<p>Assessor BI Balanga Field Office</p>
	<p>1.1 Check the derogatory record</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	<p>None</p>	<p>15 Minutes</p>	<p>Assessor BI Balanga Field Office</p>
	<p>1.2 Verify the travel record (latest arrival details, admission status, etc.)</p>	<p>None</p>	<p>13 Minutes</p>	<p>Assessors BI Balanga Field Office</p>



	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors BI Balanga Field Office
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer BI Balanga Field Office
	3.1 Implementation of visa extension	None	5 Minutes	Visa Approving Officer BI Balanga Field Office
	3.2 Notify the applicant upon approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 Minutes	Staff-in-charge BI Balanga Field Office
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-in-charge BI Balanga Field Office
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	Staff-in-charge BI Balanga Field Office
TOTAL if processed under Express Lane		Total fees depend on visa category and	1 Hour and 4 Minutes	
TOTAL if processed under Regular Lane			3 working Days	



2. Motion for Reconsideration (Tourist Visa Extension)

Office or Division:	Balanga Immigration Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign Nationals who overstayed their tourist visa for more than 6 months		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		BI Balanga Field Office Public Information Assistance Unit	
2. Original Passport of the Applicant		Applicant	
3. Motion for Reconsideration Form		BI Balanga Field Office Public Information Assistance Unit or BI website www.immigration.gov.ph	
4. Affidavit of Explanation for Overstaying		Applicant	
5. Other Supporting Documents		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled- out application	1. Review the completeness of application.	None	5 Minutes	BI Balanga Field Office Staff

form, original passport and other supporting	1.1 Check the derogatory record <i>Without derogatory hit:</i>	None	5 Minutes	Assessor
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documents.	Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	5 Minutes	Assessor
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor
2. Present the OPS to the Cashier for payment.	2. Issuance of the Official Receipt	MR Fee Php	10 Minutes	Cashier



		1,010.00		
3. Wait for the approval of the Commissioner	3. Transmit the order for approval to the Chief IRD for recommendation to the Commissioner	None	2-3 Weeks	IRD Chief for recommendation for approval
	3.1 Upon recommendation for approval by the Chief IRD wait for the	None	1 Week	Commissioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approved or disapproved order of the Commissioner			for approval or disapproval order
	3.2 Once the approved or disapproved order is sent thru E-mail the main office inform the applicant for assessment of his/her fee for updating of stay.	None	2 Days	BI Balanga Field Office staff
4. Proceed to BI Balanga for payment and updating of stay.	4. Assess the exact amount to be paid for updating of stay of the applicant and issued an OPS for payment to the cashier	Upon Assessment	10 Minutes	Assessor
5. Present the OPS to the cashier for payment	5. Issuance of the Official Receipt	OPS slip amount	10 Minutes	Cashier
	6. Approval of visa extension	none	2 Minutes	<i>Staff-in-charge</i> BI Balanga Field Office



6. Submit the OR	6.1 Implementation of visa extension	None	2 Minutes	<i>Staff-in-charge</i> BI Balanga Field Office
	6.2 Notify the applicant upon approval of visa extension and release the approved order together with the extension	None	2 Minutes	<i>Staff-in-charge</i> BI Balanga Field Office
7. Present the BI Clearance Certificate and Conformity Sheet	7. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	<i>Staff-in-charge</i> BI Balanga Field Office
8. Receive the passport, BI Clearance Certificate	8. Release passport, BI Clearance		2 Minutes	<i>Staff-in-charge</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and Official Receipt	Certificate and Official Receipt	None		BI Balanga Field Office
TOTAL		Total fees depend on assessment for of overstaying	1 month 2 Days and 1 Hour	



3. Visa Crew List

Office or Division:	Balanga Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	Any foreign crew members of a foreign vessel who do not possess a seaman's visa with meritorious reasons for failing to secure the said visa

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of explanation addressed to the Commissioner by the Captain/ Master of the vessel for the failure to secure Seaman's Visa from the Philippine FSP, if the foreign vessel arrives in the Philippines without the visaed crew list.	Captain of the Vessel Local Agent
2. Derogatory record verification (No Derogatory Stamp)	Main Office Balanga Field Office
3. Photocopy of vessel's crew list duly signed by the captain/ master of the ship	Captain of the Vessel Local Agent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and review requirements 2. Assessment of fees	None	2 Minutes	Assessor



2. Payment	1. Receive payment and Print Official Receipt	Visa Fee per foreign Php 100 LRF Php 10 Administrative fine Php 500 Express Fee Php 500	2 Minutes	Collecting Officer
3. Receive Official Receipt	1. Release Official Receipt	None	1 minute	Releasing Officer
	TOTAL	Visa Fee depends on the number of crew list	5 Minutes	



4. Annual Report

Office or Division:	Balanga Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
<i>Note: For dispute purposes, applicant may present Official receipts of previous annual report payments</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1 of ARD-FS.	1. Assess the fees and issue the Order of Payment Slip.	None	5Minutes	Registration Officer/s in Room 214



2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended	10 Minutes per applicant	<p style="text-align: center;"><i>Cashier</i> BI Balanga Field Office</p>
TOTAL:		P 310 (if no violation of Sec. 10)	15 Minutes	



5. Alien Registration Program

Office or Division:	Balanga Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	All foreign nationals staying in the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;		Receiving area - BI Balanga Field Office		
2. 2x2 picture with white background, and must be taken within the last three (3) months from the date of application (4 pieces);		Applicant		
3. Passport Bio-page, latest arrival stamp (1 photocopy each);		Applicant		
4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy); and,		Applicant		
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy).		Applicant		
1. Submit the filled-out application form and documentary requirements.	1. Review of subject's details upon receipt of CGAF for ARP.	None	2 Minutes	ARP Officer
	2. Encoding of subject's details.	None	5 Minutes	ARP Officer
2. Biometrics - photo capturing and fingerprint scanning.	3. Performs biometrics to the subject - photo capturing and fingerprint scanning.	None	15 Minutes	ARP Officer
3. Release of SSRN (if necessary)	4. Review of subject's details and biometrics.	None	5 Minutes	ARP Officer



	5. Printing of SSRN, if needed for ECC application.	None	3 Minutes	ARP Officer
	TOTAL:		30 Minutes	



6. Emigration Clearance Certificate (ECC)

Office or Division:	Balanga Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	BI Balanga Field Office Public Information Assistance Unit or BI website www.immigration.gov.ph	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	BI Balanga Field Office Public Information Assistance Unit or BI website www.immigration.gov.ph	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	BI Balanga Field Office Public Information Assistance Unit or BI website www.immigration.gov.ph	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant	
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant	



7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>Receiving Officer</i>
2. Secure the Order of Payment Slip (OPS).	2. The BI Balanga staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier</i>
4. Submit the Official Receipt (OR)	4. BI Balanga staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff-</i>



	4.1 For Fingerprint Verification, BI Balanga staff encodes and prints the ECC/CE for review of the Alien Control Officer.	None		Assessor <i>Alien Control Officer</i> BI Balanga Field Office
	4.2 Final review and approval	None	1 Day	Alternate Signatory and ACO
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Receiving/Releasing Staff</i>
	TOTAL:		3 Days, 38 Minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	



7. Dual Citizenship (RA9225)

Office or Division:	Balanga Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Former natural-born Philippine citizens who acquired foreign citizenship by naturalization	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly signed and notarized petition/application form (BI Form 2014-01-005 Rev 1);		
2. Two Pieces 2x2 photograph with white background, without any facial obstruction (e.g. eyeglasses, face mask, etc.), and must be taken within the last three months from the date of application;		
3. ORIGINAL COPY of proof as natural-born Philippine citizen; <ul style="list-style-type: none"> a. Original Philippine Birth Certificate issued by the PSA; b. In absence of Philippine Birth Certificate issued by PSA, submit: <ul style="list-style-type: none"> i. Original Certificate of No Record of Birth issued by the PSA; ii. Certification of Birth issued by the Local Civil Registrar (LCR) of the place where petitioner is born. c. In case no PSA and LCR Birth Certificate, submit: <ul style="list-style-type: none"> i. Original Certificate of No Record of Birth issued by the PSA; ii. Original Certificate of No Record of Birth issued by the LCR of the place where petitioner is born; iii. Any two (2) of the following documents in the order herein provided; 		



<ol style="list-style-type: none"> 1. Original Philippine Marriage Certificate issued by the PSA; 2. Canceled Philippine Passport; 3. Voter's Identification Card; 4. Baptismal Certificate; OR 5. Any other Philippine issued official document proving natural-born Philippine citizenship. <p>5. Photocopy of Certificate of Naturalization or other naturalization documents, with</p>	
<p>4. Original and photocopy of valid foreign passport.</p>	
<p>5. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language, or, in case of absence or loss thereof, and affidavit stating how and when foreign citizenship was acquired;</p>	
<p>6. For BI-Registered Aliens: (submit Affidavit of Loss if (a) and/or (b) are lost)</p> <ol style="list-style-type: none"> a, Original ACR- Icard or Alien Certificate of Registration and b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residence for Temporary Visitor (CRTV). 	
<p>7. In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a former natural-born Philippine Citizen and his/her name in the foreign passport's machine-readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:</p> <ol style="list-style-type: none"> a. Affidavit of One and the Same Person executed by the applicant with the statement that he/she acknowledges all obligations, responsibilities and liabilities under all names AND an explanation on the discrepancies; and 	



<p>b. Substantial proof on how the applicant acquired the varied name/s, such as but not limited to:</p> <ul style="list-style-type: none"> i. Marriage Certificate ii. Annotation in the passport of Birth Certificate of the varied name; iii. Judicial Decree of Change of Name, Adaptation, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document; iv. Annotation in the Certificate of Naturalization or Citizenship of the varied name; or v. Philippine issued official document indicating the varying name/s. 	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled- out application form and documentary requirements.	1. Evaluate the completeness of submitted documents and application form	None	10 Minutes	Assessor
2. Secure the Order of Payment Slip (OPS).	2. The Assessor at the BI Balanga check the application for derogatory checking and issuance of OPS.	None	10 Minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	Php 3,100.00	10 Minutes	Assessor



4. Follow up the application in the main office RA9225 Section	4. Upon final review and approval transmit the application the main office RA9225 Section for approval	None	1 Day	Alien Control Officer
	TOTAL:	Php 3,100.00	1 Day and 30 Minutes	



8. Provisional Work Permit (PWP)

Office or Division:	Balanga Immigration Field Office	
Classification:	Simple Transaction / Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner from the Petitioning company	Petitioning company	
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	BI Balanga Field Office Public Information Assistance Unit or BI website www.immigration.gov.ph	
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;	Applicant	
4. Duly acknowledged Contract of Service, 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;	Applicant	
5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;		

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6. For Corporation or Partnership, 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;	Applicant
7. Photocopy of the official receipt of AEP or 9g application;	Applicant
8. Photocopy of applicant's Taxpayer's Identification Number (TIN)	Applicant
card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);	
9. Special Temporary Permit for an applicant who intends to practice profession regulated by the Professional Regulation Commission (PRC); and,	Applicant
10. BI Clearance Certificate	BI Balanga Field Office
CHECKLIST OF REQUIREMENTS PETITIONER - COMPANY	WHERE TO SECURE
1. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing;	Petitioning company

2. Submit the following: a. 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 (AOI); and, • General Information Sheet (GIS) for the current year, stamped received by SEC. b. For Single Proprietorships, photocopies of the following: <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	Petitioning company
3. Mayor's Permit.	Petitioning company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving staff</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	30 Minutes	<i>Evaluation Officer</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,040.00	10 Minutes	Cashier

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	4. Prepare the PWP order	None	10 Minutes	Assessor
	5. Final evaluation of the PWP application	None	10 Minutes	Evaluating Officer
	6. For approval or disapproval of the application	None	3 Days	Alien Control Officer
4. Receiving of permit	7. Release of passport, and copy of permit to applicant.		5 Minutes	Implementor
TOTAL	Express	Php 4,040.00	3 Days 1 Hour and 25 Minutes	



9. Special Study Permit (SSP)

Office or Division:	Balanga Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI website or PIAU Balanga Field Office
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant



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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	BI Balanga Field Office Assessor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving staff/officer</i> PIAU Balanga Field Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	10 Minutes	<i>Evaluation Officer</i> Data entry staff/ officer PIAU Balanga Field Office



	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors BI Balanga Field Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 5,240.00 plus ACR I-Card Fee	10 Minutes	Cashier BI Balanga Field Office
		U.S. \$50.00 (BSP Forex Rate)		
	4. Prepare the SSP order	None	10 Minutes	Assessor
	5. Final evaluation of the SSP application	None	30 Minutes	Evaluating Officer
	6. For approval or disapproval of the application	None	3 Day	Alien Control Officer
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 Minutes	Implementor Bi Balanga Field Office
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 Days 1 Hour and 25 Minutes	



10. Special Work Permit (SWP)

Office or Division:	Balanga Immigration Field Office	
Classification:	Simple Transaction / Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	A foreign national who shall engage in gainful employment for three to six months	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter-request addressed to the Commissioner from the Petitioning company	Petitioning company	
Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	Applicant	
Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant	
Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	Applicant	
Submit the following documents for the particular positions (if applicable): a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following: a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and, a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any	Applicant	



<p>officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicants must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	
<p>Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901, 1902, 1904, AEP with TIN); and</p>	<p>Applicant</p>
<p>BI Clearance Certificate</p>	<p>BI Balanga Field Office</p>
<p>CHECKLIST OF REQUIREMENTS PETITIONER - COMPANY</p>	<p>WHERE TO SECURE</p>
<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and, • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and, • Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	<p>Petitioning company</p>

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<p>For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	<p>Petitioning company</p>
<p>Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>Petitioning company</p>
<p>Submit the following for the particular positions (if applicable):</p> <ul style="list-style-type: none">a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g., National Museum) and instrumentalities.b. For Religious Preacher application, submit endorsement from any of the following religious entities:<ul style="list-style-type: none">b.1.) CBCP,b.2.) PCEC,b.3.) INC,b.4.) JIL, or,b.5.) Other legitimate religious sects.c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:<ul style="list-style-type: none">c.1.) For Commercial Models: FAP.c.2.) For Foreign Journalists: Malacañang Press Corps. <p>c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>Petitioning company</p>



Mayor's Permit;	Petitioning company
Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the	Petitioning company
position applied for; and,	
A sworn declaration of the petitioning company operating in the Philippines: a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and, b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).	Petitioning company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 Minutes	<i>Receiving staff</i>
8. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	30 Minutes	<i>Evaluation Officer</i>



	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
9. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 6,440 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 Minutes	Cashier
	4. Prepare the SWP order	None	10 Minutes	Assessor
	5. Final evaluation of the PWP application	None	30 Minutes	Evaluating Officer
	6. For approval or disapproval of the application	None	3 Day	Alien Control Officer
5. Received the order	7. Release of passport, and copy of permit to applicant.		5 Minutes	Implementor
TOTAL	Express	Php 6,440.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 Days 1 Hour 40 Minutes	



11. Conversion of 13a, 13g, 9g and PRV Visa

Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Office or Division:	Balanga Immigration Field Office																																																																		
Classification:	Highly Technical																																																																		
Type of Transaction:	G2C – Government to Citizen																																																																		
Who may avail:	<p>The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be nationals of the following countries:</p> <table border="0"> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> <tr> <td>Cuba</td> <td>Macau SAR</td> <td>Suriname</td> </tr> <tr> <td>Czech Republic</td> <td>Malaysia (Female)</td> <td>Sweden</td> </tr> <tr> <td>Denmark</td> <td>Malta**</td> <td>Switzerland</td> </tr> <tr> <td>Ecuador</td> <td>Marshall Islands</td> <td>Thailand</td> </tr> <tr> <td>Egypt*</td> <td>Mexico</td> <td>Trinidad and Tobago</td> </tr> <tr> <td>El Salvador</td> <td>Micronesia</td> <td>Tunisia</td> </tr> </table>	Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain	Cuba	Macau SAR	Suriname	Czech Republic	Malaysia (Female)	Sweden	Denmark	Malta**	Switzerland	Ecuador	Marshall Islands	Thailand	Egypt*	Mexico	Trinidad and Tobago	El Salvador	Micronesia	Tunisia
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	Estonia	Monaco	Turkey
	Finland Fiji France Gabon Germany	Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	United Kingdom Uruguay USA Venezuela
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to couple Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>		



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission) <ol style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) Marriage Certificate or Marriage Contract: 	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

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<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <ul style="list-style-type: none">i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)i.ii. or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy) <p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p>
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<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>8. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of</p>	<p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
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<p>at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p>
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<p>is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 Minutes per application</p>	<p>BI Balanga Field Office Public Information Assistance Unit</p>
<p>Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and</p>	<p>None</p>	<p>7 Minutes per application</p>	<p>BI Balanga Field Office Staff</p>

	ACR I-Card application to applicant			
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)	None	5 Minutes per application	Assessor
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 Minutes per application	Cashier
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to the evaluating officer	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 Hours per batch	<i>BI Balanga Field Office Staff</i>



b. None	6. Receive the application from the Assessor	None	5 Minutes per application	Alien Control Officer
7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	5 Minutes per application	Fingerprint Officer
	8. Prepare and review the documents and make the order to be transmitted to the visa task force		7 Days	Alien Control Officer
c. None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
d. None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the



				two (2) Deputy Commissioners Second Floor, BI Main Office Building
e. None	f. 10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
g. 11.1. Submits the original passport h. 11.2. Secures the passport and check the implemented visa if application is approved i. 11.3. Secures a certified true copy of Order	j. 11.1. Receives the original passport k. 11.2. Accept passport and implement the approved visa if application is approved. l. 11.3. Releases the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building



m. 12.1. Presents	o. 12.1. Receives the claim stub	None	5 Days per application	Receiving and releasing officer BI Balanga Field
n. 12.2. Claims the ACR I-Card	12.2. Releases the ACR I-Card			Office
TOTAL		Refer to table below	46 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

Conversion to Section 13(G) Non-Quota Immigrant Visa

Office or Division:	Legal Division
Classification:	Highly Technical



Type of Transaction:	G2C – Government to Citizen
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Who may avail:	
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Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Return to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.

Applicants must be nationals of the following countries: Algeria (Female) Greece

- Argentina
- Australia
- Austria
- Belgium
- Belize
- Bolivia
- Botswana
- Bosnia & Herzegovina
- Brazil
- Canada
- Cape Verde
- Chile
- Colombia
- Costa Rica
- Croatia
- Cuba
- Czech Republic
- Denmark
- Ecuador
- Egypt*
- El Salvador
- Estonia
- Finland
- Fiji
- Guatemala
- Honduras
- Hong Kong SAR
- Indonesia (Female)
- Iraq
- Ireland
- Iceland
- Israel
- Italy
- Japan
- Latvia
- Lesotho
- Libya (Female)
- Lithuania
- Luxembourg
- Macau SAR
- Malaysia (Female)
- Malta**
- Marshall Islands
- Mexico
- Micronesia
- Monaco
- Montenegro
- The Netherlands

France	New Zealand
Gabon	Nicaragua

USA
Venezuela



Germany

Nigeria (Female)

*Three-year resident permits nationals; five-year resident Filipino nationals

**Provided that the marriage couple has been married for

IMPORTANT: Applicant's time of filing of application

to Egyptian spouses of female Filipino permits to
Egyptian spouses of male

took place before 24 April 2001 or the at least five
years

should be INSIDE the country at the

WHERE TO SECURE



Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph

Applicant



<p>departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Birth Certificate</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>iv.</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office</p>
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<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>v. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p> <p>vi.</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth/marriage certificate is issued in the Philippines,</p>	<p>Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>vii.</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>viii.</p> <p>ix. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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<p>1. Photo and biometric capturing (only for four (4) years old and above)</p> <p>7. II. ACR I-CARD APPLICATION (DOCUMENTARY)</p> <p>8. (Refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
9. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI Balanga Receiving Officer for Visa Application	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 Minutes per application	<i>BI Balanga Receiving Officer for Visa Application</i>



<p>10. 2.1. Presents the original passport and other required documents for the</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>BI Balanga Receiving Officer for Visa Application</i></p>
<p>ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to BI Balanga for evaluation</p>	<p>of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>			
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Assessor BI Balanga Field Office</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Cashier Balanga Field Office</i></p>



5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to BI Balanga Staff	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 Hours per batch	<i>BI Balanga Field Office Staff</i>
a. None	6.1. Prepared and review the visa applications/	None	5 Minutes per application	<i>Alien Control Officer</i>
7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	5 Minutes per application	<i>Assessor BI Balanga Field Office</i>
	7.3 Prepare the order for approval to be sign before transmitting to the main office via JRS express	None	5 Minutes per application	<i>Alien Control Officer</i>



b. None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
c. None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p>
				Second Floor, BI Main Office Building
d. None	e. 10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<p><i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</p>



f. 11.1. Submits the original passport g. 11.2. Secures the passport and check the implemented visa if application is approved h. 11.3. Secures a certified true copy of Order	i. 11.1. Receives the original passport j. 11.2. Accept passport and implement the approved visa if application is approved. k. 11.3. Releases the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary Office of the Board Secretary Second Floor, BI Main Office Building</i>
l. 12.1. Presents the claim stub m. 12.2. Claims the ACR I-Card	n. 12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 Days per application	<i>BI Balanga Field Office Staff</i>
TOTAL		Refer to table below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00



2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00
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Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. I. VISA APPLICATION 12. 13. A.	

<p>DOCUMENTARY</p> <p>14. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>15.</p> <p>16.</p> <p>17. a.</p> <p>PRINCIPAL</p> <p>a.</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
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<p>applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>i.</p> <p>b. IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General</p>	<p>Applicant</p> <p>Petitioner</p>
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<p>Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>ii. Officers of the corporation</p>	<p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p>
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<p>or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>iii. Legal counsel/s of the corporation or partnership provided they are duly authorized</p>	<p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>c.</p> <p>d. IMPORT ANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographic data page and</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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<p>implementation page of valid visa (1 photocopy each)</p> <p>i.</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original</p>	
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<p>passport for presentation and 1 photocopy each for submission)</p> <p>ii.</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other</p>	
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<p>benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by</p>	
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<p>the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) w original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ</p>	
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<p>Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a:</p> <p>i. Corporation /Partnership</p> <p>-</p> <p>a.</p> <p>Certificate of Registration issued by the Securities and</p>	
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<p>Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>d. Mayor's Permit for the current year</p>	
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<p>ii. Sole Proprietorship - a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year(1 photocopy each)</p>	
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<p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by</p>	
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<p>applicant And petitioner's duly authorized representati ve as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	
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<p>10. Bureau of Immigration Clearance Certificate (1 original)</p> <p>iii. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	
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<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1</p>	
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<p>requirement under Principal (1 original for each dependent)</p> <p>iv.</p> <p>2. Dependent' spassportin cluding biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original</p>	
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<p>passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the</p>	
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<p>v. Philippine ii. Fine marriage certificate certified by the issued by the d, it must be authenticated by the Philippine in each Service Post (SP) or) that has jurisdiction over the the (1) or issuance, or by the Depart ment the copy of the OR Affairs (DOA) if issued by the local embassy in the Philipp ines, or apostil led by the appro priate foreign govern ment authori ties, with English</p>	
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<p>translation if written in other foreign language (1 original for each dependent) vi. vii.</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
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<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>18. II. ACR I-CARD APPLICATION (DOCUMENTARY)</p> <p>19. (refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
20. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 Minutes per application	Receiving Officer BI Balanga FO
21. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	Assessor

3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport,	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly	None	5 Minutes per application	Assessor
duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 Minutes per application	Cashier
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 Hours per batch	Evaluating Officer
a. None	6.1. Receives the visa applications	None	5 Minutes per application	Alien Control Officer

BUREAU OF IMMIGRATION

CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Fingerprint Officer</i></p>
	<p>8. Prepare and review the documents and make the order to be transmitted to the visa task force</p>		<p>7 Days</p>	<p>Alien Control Officer</p>
<p>b. None</p>	<p>8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 Days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>



c. None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
d. None	e. 10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<p><i>Acting Chief Management and Information Systems Division (MISD)</i></p> <p>Fourth Floor, BI Main Office Building</p>
<p>f. 11.1. Submits the original passport</p> <p>g. 11.2. Secures the passport and check the implemented visa if application is approved</p> <p>h. 11.3. Secures a certified true copy of Order</p>	<p>i. 11.1. Receives the original passport</p> <p>j. 11.2. Accept passport and implement the approved visa if application is approved.</p> <p>k. 11.3. Releases the passport and certified true copy of Order</p>	None	2 Days per application	<p><i>The Board Secretary</i></p> <p>Office of the Board Secretary</p> <p>Second Floor, BI Main Office Building</p>



l. 12.1. Presents the claim stub m. 12.2. Claims the ACR I-Card	n. 12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

F				
FEES TO BE PAID (TOP 1000				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



FEEES TO BE PAID				
(OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
22. I. VISA APPLICATION 23. 24. A. DOCUMENTARY 25. * Required documents must be arranged in	

<p>the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>26.</p> <p>27. a. PRINCIPAL</p> <p>a.</p> <p>i.</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)</p> <p>ii.</p> <p>b. IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>iii. Legal counsel/s of the corporation or partnership provided they are duly authorized</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
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<p>by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>c.</p> <p>d. IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>i.</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>ii.</p> <p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by</p>	<p>Applicant</p> <p>Petitioner</p>
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petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)



<p>4. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>ii. Sole Corporation -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and</p> <p>b. Articles of Incorporation (1 photocopy each)</p> <p>5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>iii. (Bureau of Immigration Accreditation</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact</p> <p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent) <p>iv.</p> <ol style="list-style-type: none"> 2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission) 3. Proof of filiation with the principal: <ol style="list-style-type: none"> i. If marriage/birth certificate is issued in the Philippines, it must be secured from 	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local</p>
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<p>the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>v.</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>vi.</p> <p>vii. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and</p>	<p>embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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above)	
II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
30. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
31. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building



<p>3.1. Presents the original passport and duly evaluated visa application for</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main</p>
<p>assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to</p>	<p>None</p>	<p>2 Hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>



	Visa Task Force (VTF), Legal Division			
a. None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO)	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor,
	6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records			BI Main Office Building
7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 8.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building



b. None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
c. None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main</p>
				Office Building
d. None	e. 10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<p><i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</p>



f. 11.1. Submits the original passport g. 11.2. Secures the passport and check the implemented visa if application is approved h. 11.3. Secures a certified true copy of Order	i. 11.1. Receives the original passport j. 11.2. Accept passport and implement the approved visa if application is approved. k. 11.3. Releases the passport and certified true copy of Order	None	2 Days per application	The Board Secretary Office of the Board Secretary Second Floor, BI Main Office Building
l. 12.1. Presents the claim stub m. 12.2. Claims the ACR I-Card	n. 12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 Days per application	Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL/MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID				
(WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 12,860.00	PHP 10,650.00	PHP 10,400.00	PHP 9,900.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)

FEES TO BE PAID				
(NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



Conversion to Permanent Resident Visa (Probationary) of a Chinese National Married to a Lawful Permanent Resident under Memorandum Order No. MCL-07-021

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Chinese national validly married to a lawful permanent resident alien in the Philippines who acquired legal residence under Commonwealth Act No. 613 or the Philippine Immigration Act of 1940, Executive Order No. 324 or the Alien Legalization Program of 1988 and Republic Act No. 7919 as amended by Republic Act No. 8247 or the Alien Social Integration Act of 1995, and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	

<p>32.</p> <p>33. A. DOCUMENTARY</p> <p>34. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>35.</p> <p>a. PRINCIPAL</p> <p>i.</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>ii.</p> <p>iii.</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>iv.</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>36. Petitioner's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)</p> <p>v.</p> <p>37. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>vi.</p> <p>38. Petitioner's Order of Approval (1 certified true copy) and valid ACR I-Card (1 photocopy) for permanent residence</p> <p>39. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>40. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>41. Bureau of Immigration Clearance Certificate (1 original)</p> <p>vii.</p>	<p>Petitioner</p> <p>Applicant and Petitioner</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main</p>
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<p>viii. ix.</p> <p>x. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the by the applicant and petitioner (1 original for each dependent)</p> <p>xi.</p> <p>2. Dependent's passportincluding biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, andvalid authorizedstay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>xii</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by</p>	<p>Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>xiii.</p> <p>xiv. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>36. II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
37. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
38. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building



<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 Hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>



a. None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 8.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 8.2. Issues the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
b. None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
c. None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy



				Commissioners Second Floor, BI Main Office Building
d. None	e. 10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
f. 11.1. Submits the original passport g. 11.2. Secures the passport and check the implemented visa if application is approved h. 11.3. Secures a certified true copy of Order	i. 11.1. Receives the original passport j. 11.2. Accept passport and implement the approved visa if application is approved. k. 11.3. Releases the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
l. 12.1. Presents the claim stub m. 12.2. Claims the ACR I-Card	n. 12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 37 Minutes	



CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A LAWFUL
 PERMANENT RESIDENT UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00



12. Amendment of 13A and PRV Visa

Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who isa holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION 39.	



<p>40. A. DOCUMENTARY</p> <p>41. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>42.</p> <p>a. PRINCIPAL</p> <p>i.</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>ii.</p> <p>iii.</p> <p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>iv.</p> <p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance,</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>With the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>v. vi. vii.</p> <p>43. NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>44. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. 1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>signed by the applicant and petitioner (1 original for each dependent)</p> <p>x.</p> <p>xi.</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>xii.</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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<p>Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>xiii.</p> <p>xiv. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of</p>	
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<p>the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>xv.</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>x</p> <p>vi.</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
45. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
46. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18,
fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant			Ground Floor, BI Main Office Building

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of</p>	<p>None</p>	<p>2 Hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office</p>



	applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			Building
a. None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
b. None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
c. None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners



				Second Floor, BI Main Office Building
d. None	e. 9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
f. 10.1. Submits the original passport g. 10.2. Secures the passport and check the implemented visa if application is approved h. 10.3. Secures a certified true copy of Order	i. 10.1. Receives the original passport j. 10.2. Accept passport and implement the approved visa if application is approved. k. 10.3. Releases the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
l. 11.1. Presents the claim stub m. 11.2. Claims the ACR I-Card	n. 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 32 Minutes	

47.

48.



49. AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00



**Amendment to Permanent Resident Visa of a Chinese National Married to a Lawful Permanent Resident under
 Memorandum Order No.
 MCL-07-021**

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p align="center">50. Chinese national who is a holder of valid probationary resident visa under Memorandum Order No. MCL-07-021</p> <p align="center">IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION 51. 52. A. DOCUMENTARY 53. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	



<p>54.</p> <p>a. PRINCIPAL</p> <p>i.</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>ii.</p> <p>iii.</p> <p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>iv.</p> <p>3. Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application.</p> <p>v.</p> <p>vi.</p> <p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>vii.</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>viii.</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office</p>
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<p>ix. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>x.</p> <p>xi.</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines,</p>
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<p>xii.</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>xiii.</p> <p>xiv. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>xv.</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>xvi.</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>xvii.</p> <p>55. II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
56. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
57. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building



<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>

<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 Hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
<p>a. None</p>	<p>6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
<p>b. None</p>	<p>7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 Days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>c. None</p>	<p>8. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 Days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and</p>



				the two (2) Deputy Commissioners Second Floor, BI Main Office Building
d. None	e. 9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
f. 10.1. Submits the original passport g. 10.2. Secures the passport and check the implemented visa if application is approved h. 10.3. Secures a certified true copy of Order	i. 10.1. Receives the original passport j. 10.2. Accept passport and implement the approved visa if application is approved. k. 10.3. Releases the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building



l. 11.1. Presents	n. 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration
the claim stub m. 11.2. Claims the ACR I-Card				Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 32 Minutes	

AMENDMENT TO PERMANENT RESIDENT VISA OF A CHINESE NATIONAL MARRIED TO A LAWFUL PERMANENT RESIDENT UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)	USD 50.00	USD 50.00	USD 50.00

3. Extension of 9g visa



Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p>

	<p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CHECKLIST OF REQUIREMENTS

79. I. VISA APPLICATION

80.

81. A. DOCUMENTARY

82. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

83.

84. a. PRINCIPAL

i.

1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

ii.

b. IMPORTANT NOTE 1: Authorized representatives are:

i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

c.

d. IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to

Attaches his passport biographical data page and implementation page of valid visa (1 photocopy each)

i.

2. Applicant's passport including biographical data page, implementation pages for the visa conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)

- ii.
 - 3. Barangay Certification stating that that applicant is actually rendering missionary services in the community/barangay (1 original)
 - 4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)
 - 5. Bureau of Immigration Clearance Certificate (1 original)
- iii. NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application
- iv. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)
- b. DEPENDENT/S
 - 1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)
- v.
 - 2. Dependent's passport including biographical data page, visa implementation pages for the first conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)

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3. Proof of filiation with the principal:

- i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)
- vi.
- ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)
- iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) vii.
- viii. **IMPORTANT:** (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement

5. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL (N/A)

ix.

85. II. ACR I-CARD APPLICATION (DOCUMENTARY)

86. (refer to Alien Registration Division's Transactions)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
87. 1.1. Presents the original passport and other required documents for the visa Application securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation,	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building

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<p>88. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17,</p>

is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	derogatory record 3.4. Issues the Order of Payment Slip (OPS)			Ground Floor, BI Main Office Building, or Assessor Room 422, Fourth Floor, BI Main Office Building
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
a. None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division



	Task Force (VTF) records			Room 425, Fourth Floor, BI Main Office Building
b. None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
c. None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
d. None	e. 9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



<p>f. 10.1. Submits the original passport</p> <p>g. 10.2. Secures the passport and check the implemented visa if application is approved</p> <p>h. 10.3. Secures a certified true copy of Order</p>	<p>i. 10.1. Receives the original passport</p> <p>j. 10.2. Accept passport and implement the approved visa if application is approved.</p> <p>k. 10.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 Days per application</p>	<p><i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building</p>
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l. 11.1. Presents the claim stub m. 11.2. Claims the ACR I-Card	n. 11.1. Receives the claim stub l. 11.2. Releases the ACR I-Card	None	5 Days per application	Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL		Refer to table below	39 Days, 4 Hours and 37 Minutes	

EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 5,250.00	PHP 4,550.00	PHP 4,550.00	PHP 4,550.00



1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 7,980.00	PHP 7,080.00	PHP 7,080.00	PHP 7,080.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)

FEEES TO BE PAID				
(NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 5,250.00	PHP 4,550.00	PHP 4,550.00	PHP 4,550.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



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

Office or Division:	Balanga Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>89. I. VISA APPLICATION</p> <p>90.</p> <p>91. A. DOCUMENTARY</p> <p>92. * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>93.</p> <p>94. a. PRINCIPAL</p> <p>i.</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>ii.</p> <p>b. IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>



<p>Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>c.</p> <p>d. IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>i</p> <p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>ii.</p> <p>3. Renewed Employment Contract, Secretary's Certificate of</p>	<p>Applicant</p> <p>Petitioner</p>
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<p>Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If Petitioner is a:</p> <p style="padding-left: 20px;">i. Corporation/Partnership -General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each), Mayor's Permit for the current year</p> <p style="padding-left: 20px;">ii. Sole Proprietorship -Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's</p>	<p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from</p>
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validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)



<p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original)</p> <p style="padding-left: 40px;">iii. NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>iv. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement</p>	<p>www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
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<p>under Principal (1 original for each dependent)</p> <p>v.</p> <p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>vi.</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>vii.</p> <p>viii. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, BI Main Office Building</p>
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<p>spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>95. II. ACR I-CARD APPLICATION (DOCUMENTARY)</p> <p>96. (refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>97. 1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>

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<p>98. 2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building</p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i></p>

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<p>that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Windows 12 or 17, Ground Floor, BI Main Office Building, or Assessor Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 Hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>



a. None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
b. None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
c. None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
d. None	e. 9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



<p>f. 10.1. Submits the original passport</p> <p>g. 10.2. Secures the passport and check the implemented visa if application is approved</p> <p>h. 10.3. Secures a certified true copy of Order</p>	<p>i. 10.1. Receives the original passport</p> <p>j. 10.2. Accept passport and implement the approved visa if application is approved.</p> <p>k. 10.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 Days per application</p>	<p><i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building</p>
<p>l. 11.1. Presents the claim stub</p> <p>m. 11.2. Claims the ACR I-Card</p>	<p>n. 11.1. Receives the claim stub</p> <p>11.2. Releases the ACR I-Card</p>	<p>None</p>	<p>5 Days per application</p>	<p><i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building</p>



TOTAL	Refer to table below	39 Days, 4 Hours and 37 Minutes	
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EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID				
(TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,560.00	PHP 6,860.00	PHP 6,860.00	PHP 6,860.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 14,100.00	PHP 12,700.00	PHP 12,700.00	PHP 12,700.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 20,640.00	PHP 18,540.00	PHP 18,540.00	PHP 18,540.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



FEEES TO BE PAID				
(OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,060.00	PHP 6,360.00	PHP 6,360.00	PHP 6,360.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 13,100.00	PHP 11,700.00	PHP 11,700.00	PHP 11,700.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 19,140.00	PHP 17,040.00	PHP 17,040.00	PHP 17,040.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the Day of assessment)



13. Joining and Repatriation of Crew

Joining / Sign-On for Filipino Seafarers

Office or Division:	Balanga Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>List of requirements are indicated in BI Form 2014-10-007 Rev 0 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) 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;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory stamp);	Applicant	
4. Shipping notice/advice of vessel's arrival;	Applicant	
5. Photocopy of seafarer's passport bio-page;	Applicant	
6. Photocopy of seaman's book;	Applicant	
7. Photocopy of Contract of Employment;	Applicant	
8. Photocopy of Overseas Employment Certificate (OEC);	Applicant	

9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer.	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	Staff BSS
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance. Without derogatory hit: Impress "No Derogatory Record" on letter request.	None	15 Minutes	Staff Verification and Compliance Division (VCD)
	1.2 Evaluate the documents for change crew	None	10 Minutes	Supervisor / Immigration Officer BSS



	1.3 Approval of BSS Chief	None	15 Minutes	Chief BSS
2. Wait for the PA announcement	2. Notify the applicant via PA System of the Approval	None	2 Minutes	Staff BSS
3. Receive the copy of approved request	3.1 Release the copy of the Approved Request for Sign On	None	1 minute	Staff BSS
TOTAL:		None	48 Minutes	

Disembarkation / Sign-Off for Filipino Seafarers

Office or Division:	Balanga Immigration Field Office		
Classification:	Complex		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are indicated in BI Form 2014-10-009 Rev 1 which can be accessed at www.immigration.gov.ph , copies available at Public Information Assistance Unit (PIAU)			
1. Two (2) copies of letter request addressed to the Commissioner from	Applicant		



the shipping/manning agency stating the name of the ship and the Port of arrival of the vessel;	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant
3. Derogatory record verification (No Derogatory Stamp);	Applicant
4. Photocopy of seafarer's passport bio-page;	Applicant
5. Photocopy of seaman's book;	Applicant
6. Photocopy of arrival crew list duly signed by the captain;	Applicant
7. Photocopy of vessel ports of call;	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Review the completeness of application.	None	5 Minutes	Staff BSS
	1.1 Check the Derogatory records. With derogatory hit: Advise the applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance.	None	15 Minutes	Staff Verification and Compliance Division (VCD)



	Without derogatory hit: Impress “No Derogatory Record” on letter request.			
	1.2 Evaluation of the documents.	None	10 Minutes	<i>Supervisor / Immigration Officer</i> BSS
	1.3 Approval of the BSS Chief	None	15 Minutes	<i>Chief</i> BSS
2. Wait for the PA announcement	2. Notify the applicant via PA System of the Approval	None	2 Minutes	<i>Staff</i> BSS
TOTAL:		None	37Minutes	



BOAC IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Alien Registration Program

Office or Division:	Boac Field Office, Marinduque	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408 whose stay exceeds fifty-nine days	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Passport	Applicant	
2. BI Form 2014-08-019 Rev 0	Receiving Counter (Counter 1)	
3. 2x2 ID Picture with white background	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the BI Form 2014-08-019 Rev 0 / ARP Form, original passport and 2x2 ID Picture to Counter 2.	1. Check the BI Form 2014-08-019 Rev 0 / ARP Form if all required entries are filled out completely.	None	10 minutes	Evaluation Officer Counter 1
2. Prepare with image capturing and biometrics.	2. Start the process, from image capturing, getting the biometrics and encoding the client's information.	None	30 minutes	Evaluation Officer



3. Release of ARP Claim stub and passport.	3. Releasing of passport and claim stub indicating the Special Security	None	10 minutes	Evaluation Officer Counter 2
	Registration Number (SSRN).			
TOTAL		0.00	50 minutes to 1 hour (depending on the availability of the system to save the application.)	

2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Boac Field Office, Marinduque
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with valid ACR I-Card and updated Annual Report Payment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Original ACR I-Card	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to Counter 2.	1. Review the completeness of application details and enter applicant's ACR I-Card Number / Online Registration Number in the system.	None	5 minutes	Assessor/s Counter 2
	1.1 Assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	Assessor/s



2. Submit the OPS to the cashier for payment.	2. Issuance and releasing of Official Receipt (OR)	Annual Report Fee: Php 300.00 Legal Research Fee (LRF): Php 10.00 Note: Admin fine of 200 / month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended.	10 minutes per reportees	Cashier/s Counter 2
TOTAL		P 310 (if no violation of Sec. 10)	20 minutes	

3. Payment, Encoding and Releasing of ACR I-Card (Temporary Visitors Visa)

Office or Division:	Boac Field Office, Marinduque
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order No. 408 and whose stay exceeds fifty-nine (59) days

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Original Passport	Applicant
2. CGAF Form (Indicating the client's complete information)	Receiving Counter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out CGAF form, original passport and other supporting documents to Counter 2.	1. Receive and review the completeness of CGAF form (Civil Status, height, weight, address, contact number etc.)	None	10 Minutes	Assessor/s Counter 2
2. Wait for the Assessment of Fees.	2. Assess the fees and issue the Order of Payment Slip (OPS) to the applicant.	None	5 minutes	Assessor/s



3. Present the OPS to the cashier for payment.	3. Issue the Official Receipt (OR)	Sample computation: 50 USD + Icard Processing (Php 2,800 + Php 500 = Php 3,300) Note: Tourist ACR I-Card fee to be included in the Visa Extension after 59 days of stay.	10 minutes	Cashier/s Counter 2
4. Releasing	4. Releasing of passport, Official Receipt (OR) and other important instructions.	None	5 minutes	Implementer / Releasing Officer
Note: Tourist ACR I-Card to be released after 3-4 weeks hence the printing of ACR I-Card is to be done at the BI-Main Office, Intramuros Manila.				
TOTAL		Php 3,300 + the Visa Extension Fee (Calculated according to BSP Forex Rate on the date of payment)		

4. 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:	Boac Field Office, Marinduque
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Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant / client & petitioning school
Duly 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;	BI website or Receiving Counter
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school

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Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate	Assessment Counter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving Counter Counter 1
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	1 hour	Evaluation Officer / Assessor
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessor/s
				Counter 2
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR)	Php 4,740.00 Express	10 minutes	Cashier Counter 2

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4. Wait for the Implementation and releasing of SSP Order	4. Print two copies of SSP Order and endorsement letter.	None	1-2 hours	Implementer
	4.1 Affix signature of Evaluation Officer and Alien Control Officer.	None	1 hour	Evaluation Officer / Alien Control Officer
5. Releasing	5. Release passport and Official Receipt (OR) to the Liaison Officer.	None	10 minutes	Releasing Officer
6. Releasing of SSP Order	6. Releasing of approved SSP Order to the Liaison Officer.	None	2-3 days	Admin Staff
TOTAL		Php 4,740.00		

5. Tourist Visa and Long Stay Visitors Visa Extension (LSVVE)

Office or Division:	BI-Boac Field Office, Marinduque
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	All foreign nationals admitted under Executive Order No. 408 and whose stay exceeds fifty-nine (59) days
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original Passport	Applicant
2. CGAF Form	Receiving Counter
3. Official Receipts (OR) of the previous extensions	Applicant
Additional requirements per visa category:	
1. Special Power of Attorney (SPA) and one valid Identification Card of representative 2. Photocopy of BI Accreditation ID of the Travel Agent / Accredited School	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Review the completeness of CGAF form (Civil Status, height, weight, address, contact number etc.)	None	5 Minutes	Assessor/s
	1.1 Check the derogatory record	None	5 minutes	Assessor/s

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1. Submit the completely filled-out CGAF form, original passport and previous Official Receipts to Counter 2.	1.2 Verify the travel record (latest arrival details, admission status etc.)	None	5 minutes	Assessor/s
	1.3 Encode last extension and verify other payments (ACR I-Card, CRTV etc.)	None	5 minutes	Assessor/s (Counter 1)
	1.4 Issue the Order of Payment Slip (OPS) and inform the client about the total amount to be paid at the Cashier.	None	10 minutes	Assessor/s (Counter 2)
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR)	Total fees depend on the number of months requested and in which schedule of fees the subject may fall	5 minutes	(Counter 2) Cashier/s
3. Wait for the implementation and releasing of all documents.	3. Implementation of visa extension and checking the accuracy of the visa validity.	None	5 minutes	Implementer



<p>4. Receive the passport, BI Clearance certificate and Official Receipt (OR)</p>	<p>4. Release the passport, BI Clearance certificate and Official Receipt (OR). Inform about the validity of the newly-issued visa and remind to keep the Official Receipt and present the same when applying for another extension.</p>	<p>None</p>	<p>5 minutes</p>	<p>Implementer / Releasing Officer (Counter 5)</p>
<p>TOTAL</p>		<p>Total fees depend on the number of months requested and in which schedule of fees the subject may fall</p>	<p>45 minutes (1 hour or more if run-time error in the system occurs)</p>	



6. Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	BI-Boac Field Office, Marinduque	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Passport		Applicant
2. CGAF Form (Indicating the client's complete information)		Receiving Counter (Counter 1)
<p>Additional requirements per visa category:</p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) and one valid Identification Card of representative 2. Photocopy of BI Accreditation ID of the Travel Agent / Accredited School 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out CGAF form, original passport and other supporting documents to Counter 2.	1. Review the completeness of application form	None	5 Minutes	Assessor/s (Counter 1)
	1.1 Check the derogatory record Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance	None	5 minutes	Assessor/s (Counter 1)
	1.2 Verify the travel record (latest arrival details, admission status etc.)	None	10 minutes	Assessor/s (Counter 1)
	1.3 Issue the Order of Payment Slip (OPS) and inform the client about the amount to be paid at the cashier.	None	5 minutes	Assessor/s (Counter 2)



2. Present the OPS to the cashier for payment.	2. Issue the official Receipt (OR	Express Lane: Php 3,030 w/ valid visa Php 4,040 w/ expired visa	5 minutes	Cashier/s (Counter 2)
3. Wait for the implementation and releasing of the visa.	3. Implementation of visa extension and checking the accuracy of the visa validity	None	5 minutes	Implementer
4. Receive the passport, BI Clearance certificate and Official Receipt (OR)	4. Release the passport, BI Clearance Certificate and Official Receipt (OR). Inform about the validity of the newly-issued visa and remind to keep the Official Receipt and present the same when applying for another extension.	None	5 minutes	Implementer / Releasing Officer (Counter 2)
TOTAL		Php 3,030.00	40 minutes (1 hour or more if run-time error in the system occurs)	



BACOLOD IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. ACR I-CARD Issuance/Renewal

1.1 Issuance of ACR I-Card (New)

Office or Division:	Bacolod Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3). TRV (Temporary Resident Visa; (4) 13A Probationary; (5) 13A-Amendment to Permanent;(6) 13G; (7) 13C; (8) MCL-07-021 Probationary; (9) MCL-07-021 Permanent; (10) Sec13-Quota; (11) SVEG; (12) 13B; and (13)13E
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	Bacolod Immigration Field Office (BI-Bacolod Public Information Assistance/BI Website www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	Applicant
3. Official receipt of payment for the applicable fees (1 photocopy)	Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form/original	1 Final review of ACR I-Card Application upon receipt of CGAF	None	2 minutes per application	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>

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<p>passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 3 sets; 1-set-for ARD, BI-Manila (all original copies); 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>1.1 Encode and prepare transmittal of reviewed CGAF to the ARD (ACR I-card System).</p>		<p>2 minutes per Application</p>	<p><i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i></p>
<p>2. Submit the OPS to the cashier for payment</p>	<p>2. Issuance of Official Receipt /Receiving Payments</p>	<p>Applicable fees + ACR I-Card Fee U.S. \$50.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	<p>10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> <i>Staff-in-charge</i> <i>Window 1</i></p>
	<p>2.1 Signing of the transmittal</p>		<p>2 minutes per application</p>	<p><i>Mita Chuvy A. Arguelles</i> <i>AACO</i></p>

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	2.2 Verify, approve, and sort ACR I-Card application as per approved BOC Agenda		within 3 days upon receipt of the approved BOC Order	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>
	2.3 Print the ACR I-Card		5 minutes	<i>Data Trail (BI-Manila)</i>
	2.4 Send the ACR I-Card to Bacolod Immigration Field Office		1 day	<i>Staff-in-charge (ARD-BI, Manila)</i>
	2.5 Received approved ACR I-Card from ARD-Manila		5 minutes	<i>Maria Lolita May L. Apuhin Staff-in-Charge Bacolod Immigration Field Office</i>
	2.6 Inform the applicant thru email or telephone call for the approval/issuance of ACR I-card		3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
3. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub to window 1)	3.Release the ACR I-Card to the applicant 3.1 Required the client to sign in the logbook (proof of receipt of ACR I-Card)		3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	TOTAL	None	1 hour - 2 hours (Depending on the network connectivity connected to BI-ACR I-Card System) BI-ACR I-Card System)	NOTE: All applications acted within 1 working day upon receipt/ Releasing of the ACR I-Card to the applicant will be made upon receipt of the said issued immigration document from ARD, BI-Manila



1.2 Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Bacolod Immigration Field Officer (Staff-in-charge)/ BI Website www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		Cashier
For Lost ACR I-Card:		
A. Affidavit of Loss (1 Copy)		A. Notary Public
B. Police Report on Loss of ACR I-Card		B. PNP
For Amendment of the following:		
A. Name -Court Order (if applicable) (1 Copy)		A. Court
B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)		B. Court
C. Civil Status - Official document proving change of civil status (i.e., Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)		C. Report of marriage where the marriage took place
D. Address -Certificate of Residence from the Barangay Captain (1 Copy)		D. Office of the Barangay

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-incharge for evaluation (Required to submit 3 sets; ARD, BI-Manila (all original copies); 1-set for the office file; and 1-set for the applicant/petitioner)	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Applications lacking required documents will not be accepted. Required applicants to submit 3 sets of all the required documents to be placed in the long folder	None	15-20 minutes (Express) 3 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Evaluation Officer/ Staff-in-charge</i>
	2.1 Verify records appeared on AR System, verify records on BI ACR I-Card System. Assess the fees and issue the Order of Payment Slip.	None		<i>Maria Lolita May L. Apuhin Evaluation Officer/ Assessor</i>

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3. Submit the OPS to the cashier for payment	3. Issuance of Official Receipt /ReceivingPayments	Applicable fees + ACR I- Card Fee U.S. \$50.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i>
4.Prepare for photo capturing/biometrics	4.Photo capturing/biometrics/taking of manual fingerprints and encoding of the applicant's information 4.1 Preparation of Indorsement address to the Chief, ARD thru the Chief, Fingerprint Section 4.2 Final Review/Signing of the Indorsement and other documents 4.3 Preparing for the mailing of the application and other supporting documents to the Chief, ARD thru Chief, Fingerprint Section	None	30-45 minutes	<i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin AACO/ Staff-in-charge</i>
	Approval/Disapproval/issuance of ACR I-Card by the ARD - Manila			<i>ARD-Manila</i>

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	Received approved ACR ICard from ARD-Manila Notify the applicant via email or contact number provided.		10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
5. Claim the ACR ICard (applicant must present the claim stub at Window 2)	5. Release the ACR I-Card.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 2</i>
	TOTAL	None	1 hour to 2 hrs. (Depending on the network connectivity connected to BI-ACR I-Card System)	NOTE: All applications acted within 1 working day upon receipt/ Releasing of the ACR I-Card to the applicant will be made upon receipt of the said issued immigration document from ARD, BI-Manila



2. Annual Report

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant	
2. Original Passport	Applicant	
3. 1 pc - 2x2 colored latest photograph with white background. A Scanned photograph is not allowed. Note: Only for the first time annual reportee/registrant for the preparation of the Master Card of Registered Alien (AR Form No. 6).	Applicant	
Note: <i>For dispute purposes, applicant may present Official receipts of previous annual report payments</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1	1. Check Master Card of Registered Alien (AR Form No. 6) on file for old annual reportee. Prepare AR Form#6 for the 1st time annual reportee/Incase no records appeared on AR System, verify records on BI ACR I-Card	None	8 minutes per applicant	<i>Annabelle A. Jamili/ Corel Gabriel C. Goba Registration Officer/s</i>

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	System. Assess the fees and issue the Order of Payment Slip.			
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt /Receiving Payments/Photo capturing of the applicant/Recording of AR Transaction/Releasing of ACR I-Card/Passport/Official Receipt	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	7 minutes per applicant	<p><i>Jennifer R. Sanchez/ Annabelle A. Jamili</i> Cashier Window 1</p>
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



3. Alien Registration Program (ARP)

Office or Division:	Bacolod Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals extending their stay in the Philippines beyond fifty-nine (59) days
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly accomplished Alien Registration Program Form (BI Form 2014-08-019 Rev 0)	Bacolod Immigration Field Office (% Security Guard Assigned/BI-Bacolod Public Information Assistance/BI Website www.immigration.gov.ph)
2. Original Passport with photocopies of passport bio-page, latest admission and visa implementation page	Applicant
3. 1-piece 2x2 colored photograph with white background and must be taken within the last three (3) months from the date of application (Computer generated or photocopied picture is not acceptable)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out BI Form 2014-98-019 Rev 0/ARP Form and other documentary requirements to Window 1	1. Check/evaluate the Form 2014-08019 Rev 0/ARP Form if all required entries are properly/correctly filled out	None	10 minutes	<i>Corel Gabriel C. Goba/ Annabelle A. Jamili Staff-in-charge</i>

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2. Prepare for photo capturing/biometrics	2. Photo capturing/biometrics and encoding of the applicant's information	None	30 minutes	<i>Corel Gabriel C. Goba/ Annabelle A. Jamili Staff-in-charge</i>
3. Release ARP claim stub and passport	3. Releasing of applicant's passport and ARP claim stub with the Special Security Registration Number (SSRN)	None	5 minutes	<i>Corel Gabriel C. Goba/ Annabelle A. Jamili Staff-in-charge</i>
TOTAL			45 minutes to 1 hour (depending on the network connectivity connected to the ARP System)	



4. Student Visa 9(f) (Conversion and Extension)/9(g) Commercial/Missionary

Conversion to Student Visa – Section 9(F)

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	The 9f Student Visa Conversion is issued to a foreign national who has established that: <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	Bacolod Immigration Field Office/BI Website www.immigration.gov.ph
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school

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5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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. 4year baccalaureate holder taking a master's; or a master's degree holder taking a doctorate);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Bacolod Immigration Field Office
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i></p> <p><i>Staff-in-Charge</i> Bacolod Immigration Field Office/BI Website www.immigration.gov.ph</p>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff in-charge for evaluation (Required to submit 4 sets; BI-Manila (all original copies); 1-set for Legal Division; 1-set for ARD 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is” basis.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge/</i></p> <p><i>Assessor</i> <i>Window 1</i></p>
	<p>2.1. Check the derogatory records</p> <p>Note: 2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such</p>			



	<p>derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p>			
	<p>2.3. Issue the Order of Payment Slip (OPS)</p> <p>2.4. Returns the passport and ACR Icard application to applicant</p>			

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<p>3.1Presents the original passport together with the Order of Payment Slip (OPS)</p> <p>3.2. Submits the Order of Payment Slip (OPS)</p> <p>3.3. Pays the required fees</p> <p>3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Receives the Order of Payment Slip (OPS)</p> <p>3.3.Accept the payment based on the OPS</p> <p>3.4. Issues the Official Receipt</p>	<p>Refer to table below</p>	<p>10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
<p>4. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)</p>	<p>4.1 Captures the applicant's biometric information/photo capturing (photograph and fingerprint)</p> <p>4.2 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>5.1 Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p>	<p>None</p>	<p>25 - 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles AAO</i></p>



	<p>6.1. Signs the Checklist of Requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.</p>			
	<p>6. Preparation of the Transmittal Letter</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin Staff-in-charge</i></p>
	<p>7. Review/signing of the Transmittal Letter/Indorsement addressed to the <i>Acting Chief, Student Visa Section</i></p>	<p>None</p>	<p>10 minutes</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>
	<p>8. Preparation of the application and supporting documents to be sent thru mail to the <i>Acting Chief, Student Visa Section</i></p>	<p>None</p>	<p>10 minutes</p>	<p><i>Maria Lolita May L. Apuhin Staff-in-charge</i></p>

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	9. The Student Visa Section primarily evaluates the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None		<i>Acting Chief, Student Visa Section</i> 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	10. Approval / Disapproval of the Acting Chief, Student Visa Section	None		<i>Acting Chief, Student Visa Section</i>
	11. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Student Visa Section	None	1-3 days	<i>Staff-in-charge</i> Student Visa Section
	12. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> <i>Staff-in-charge</i> Bacolod Immigration Field Office
5. Submits the original passport for implementation on of the approved visa	5. Receives the original passport and implement the approved visa if the application is approved.	None	10-15 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>

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5.1. Secures a certified true copy of Order	5.1. Releases the passport and certified true copy of Order			
6. Receive the passport with implemented approved visa	6. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
TOTAL:	Express	Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	3 days	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
	Regular	Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	7 days	



Extension of Student Visa – Section 9(F)

Office or Division:	Bacolod Immigration Field Office	
Classification:	G2C – Government to Citizen	
Type of Transaction:	Highly Technical Transaction	
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		Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;		Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;		Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;		Previous school
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;		Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;		Petitioning school

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8. BI Clearance Certificate;		Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex		
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		Bureau of Quarantine		
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).		National Bureau of Investigation		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-Charge Bacolod Immigration Field Office/BI Website www.immigration.gov.ph</i>
2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x	2.1. Receive the application and all supporting documents Note: No pre-evaluation shall be conducted on any visa application	None	25 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/ Assessor Window 1</i>



<p>14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; BManila (all original copies); 1-set for Legal Division; 1-set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is” basis.</p>			
	<p>2.2. Check the derogatory records</p> <p>Note:</p> <p>2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall</p>			

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	<p>be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p> <p>2.3 Issue the Order of Payment Slip (OPS)</p> <p>2.4. Returns the passport and ACR I-Card application to application</p>			
<p>3.1. Presents the original passport together with the Order of Payment Slip (OPS)</p> <p>3.2. Submits the Order of Payment Slip (OPS)</p> <p>3.3.Pays the required fees</p> <p>3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Receives the Order of Payment Slip (OPS)</p> <p>3.3.Accept the payment based on the OPS</p> <p>3.4. Issues the Official Receipt</p>	<p>Refer to table below</p>	<p>10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>

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	<p>5.1 Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1. Signs the Checklist of Requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.</p>	None	25-30 minutes	<i>Mita Chuvy A. Arguelles</i> AACO
	4. Provide 1 set of all documents submitted by the applicant/petitioner	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> Staff-in-charge
	5. Preparation of the Transmittal Letter	None	15 minutes	<i>Maria Lolita May L. Apuhin</i> Staff-in-charge
	6. Review/signing of the Transmittal Letter/Indorsement	None	10 minutes	<i>Mita Chuvy A. Arguelles</i> AACO

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	addressed to the <i>Acting Chief, Student Visa Section</i>			
	7. Preparation of the application and supporting documents to be sent thru mail to the <i>Acting Chief, Student Visa Section</i>	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>
	8. The Student Visa Section primarily evaluates the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None		<i>Acting Chief, Student Visa Section</i> 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
	9. Approval / Disapproval of the Acting Chief, Student Visa Section	None		<i>Acting Chief, Student Visa Section</i>
	10. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by the Student Visa Section	None	1-3 days	<i>Staff-in-charge</i> Student Visa Section

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	11. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
4. Submits the original passport for implementation of the approved visa 4.1. Secures a certified true copy of Order	4. Receives the original passport and implement the approved visa if the application is approved. 4.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge Mita Chuvy A. Arguelles AAO</i>
5. Receive the passport with implemented approved visa	5. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
TOTAL	Express	Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	3 days	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
	Regular	Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	7 days	



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

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	



<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <p>i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of</p>	<p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <ol style="list-style-type: none"> 2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission) 3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy) 4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt 5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy) 	<p>To be provided by the applicant</p> <p>To be provided by the petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p>

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>d. Mayor’s Permit for the current year</p> <p>ii. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,</p> <p>b. Mayor’s Permit for the current year (1 photocopy each)</p> <p>7. Petitioner’s latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller’s validation, BIR’s eFPS payment details’ print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p> <p>To be provided by the petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>To be provided by the applicant and/or petitioner</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU)</p> <p>Applicant's Authorized Representative</p> <p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <ul style="list-style-type: none"> i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent) ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Secure the checklist of requirements and application form</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public</p>	<p>None</p>	<p>5 - 10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i></p>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; BI-Manila (all original copies); 1-set for Legal Division; 1-set for ARD 1set for the office file; and 1set for the applicant/petitioner)</p>	<p>2.1. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is” basis.</p> <p>2.2 Check the derogatory records</p> <p>Note: 2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/</i></p> <p><i>Assessor Window 1</i></p>
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	<p>that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p>			
	<p>2.3 Issue the Order of Payment Slip (OPS)</p> <p>2.4 Returns the passport and ACR I-Card application to applicant</p>			

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<p>3.1. Presents the original passport together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3. Pays the required fees 3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Receives the Order of Payment Slip (OPS) 3.3. Accept the payment based on the OPS 3.4. Issues the Official Receipt</p>	<p>Refer to table below</p>	<p>10 minutes</p>	<p><i>Maria Lolita L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
<p>4. Applicant and petitioner to attend the hearing with the AACO</p>	<p>4. Conduct hearing with the applicant and the petitioner</p>	<p>None</p>	<p>1 hour</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>
<p>5. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint) 5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhini/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing</p>	<p>None</p>	<p>25-30 minutes</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>

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	<p>laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI- Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.</p>			
	7. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>
	8. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles</i> <i>AACO</i>
None	9. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>

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None	10. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
None	11. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>

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	12. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
	12. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	13. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None		<i>Staff-in-charge Legal Division-Manila</i>
	14. Notify the applicant via email or contact number provided.	None		<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa	6. Receives the original passport and implement the approved visa if the application is approved.	None	10-15 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>

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6.1. Secures a certified true copy of Order	6.1. Releases the passport and certified true copy of Order			
7. Receive the passport with implemented approved visa	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID
(TOP 1000 CORPORATION)

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CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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I. VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a. PRINCIPAL

1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



IMPORTANT NOTE 1:

Authorized representatives are:

- i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)



IMPORTANT NOTE 2:

Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii)



<p>and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. If petitioner is a: i. Corporation/Partnership -</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC</p>	
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<p>(1 photocopy each)</p> <p>ii. Sole Corporation -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and</p> <p>b. Articles of Incorporation (1 photocopy each)</p> <p>5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
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<p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA)or Local Civil Registry</p>
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public	None	5 - 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; BI-Manila (all original copies); 1-set for VPC; 1-set for ARD 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a "as-is, where-is" basis.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/</i></p> <p><i>Assessor Window 1</i></p>
	<p>2.2. Check the derogatory records</p> <p>Note: 2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and</p>			



	<p>cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p>			
	<p>2.3. Issue the Order of Payment Slip (OPS)</p> <p>2.4. Returns the passport and ACR I-Card application to applicant</p>			
3.1 Presents the original passport and duly evaluated	3.1. Receives the passport and Scans the	Refer to table below	10 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>

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<p>visa together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3.Pays the required fees 3.4. Secure official receipt</p>	<p>passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Receives the Order of Payment Slip (OPS) 3.3.Accept the payment based on the OPS 3.4. Issues the Official Receipt</p>			
<p>4. Applicant and petitioner to attend the hearing with the AACO</p>	<p>4. Conduct hearing with the applicant and the petitioner</p>	None	1 hour	<i>Mita Chuvy A. Arguelles AACO</i>
<p>5. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint) 5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	None	15 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations. 6.1. Signs the Checklist of Requirements</p>	None	25-30 minutes	<i>Mita Chuvy A. Arguelles AACO</i>



	<p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.</p>			
	6. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>
	7. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles AAO</i>
	8. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>

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None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
None	11. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<p><i>Acting Chief</i> Management and Information Systems Division (MISD)</p> <p>Fourth Floor, BI Main Office Building</p>

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	12. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	13. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3days	<i>Staff-in-charge Legal Division-Manila</i>
	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa 6. 1. Secures a certified true copy of Order	6. Receives the original passport and implement the approved visa if the application is approved. 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>

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7. Receive the passport with implemented approved visa				
TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/Implementation of the approved application will be made upon receipt of the order of approval from BManila



CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL/MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the BangkoSentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)



A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

5. 13(a) Probationary/Amendment/13(e)/13(g)

Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Office or Division:	Bacolod Immigration Field Office																																													
Classification:	Highly Technical																																													
Type of Transaction:	G2C – Government to Citizen																																													
Who may avail:	<p>The spouse and/or the unmarried child below of a Philippine citizen 21 years old Applicants must be nationals of the following countries:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Algeria (Female)</td> <td style="width: 33%;">Greece</td> <td style="width: 33%;">Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> </table>	Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea
Algeria (Female)	Greece	Northern Mariana Island																																												
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	Croatia Cuba Czech Republic Denmark		Luxembourg Macau SAR Malaysia (Female) Malta**	Spain Suriname Sweden Switzerland
	Ecuador Egypt* El Salvador Estonia Finland Fiji France Gabon Germany	Monaco Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	Marshall Islands Mexico Micronesia	Thailand Trinidad and Tobago Tunisia Turkey United Kingdom Uruguay USA Venezuela
<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>				

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder.</p> <p>a. PRINCIPAL</p>	

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<p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>2. Applicant's Passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>8. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration(BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Applicant's Authorized Representative</p> <p>Bacolod Immigration Field Office</p>
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<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	
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<p>b. DEPENDENT/S</p> <ol style="list-style-type: none">1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)2. Dependent's Passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)3. Proof of filiation with the principal:<ol style="list-style-type: none">i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public	None	5 - 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to	2.1. Receive the application and all supporting documents Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a "as-is, where-is" basis./	None	25 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Assessor Window 1</i>



<p>Staff-in-charge for evaluation (Required to submit 4 sets; 1-set-for Legal Division, BManila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>				
	<p>2.2. Check the derogatory records</p> <p>Note:</p> <p>2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance,</p>			

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	otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.			
<p>3.1. Presents the original passport together with the Order of Payment Slip (OPS)</p> <p>3.2. Submits the Order of Payment Slip (OPS)</p> <p>3.3. Pays the required fees</p> <p>3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Receives the Order of Payment Slip (OPS)</p> <p>3.3. Accept the payment based on the OPS</p> <p>3.4. Issues the Official Receipt</p>	Refer to table below	10 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i></p> <p><i>Cashier Window 1</i></p>
4. Applicant and petitioner to attend the hearing with the AACO	4. Conduct hearing with the applicant and the petitioner	None	1 hour	<p><i>Mita Chuvy A. Arguelles</i></p> <p><i>AACO</i></p>
5. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)	5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)	None	15 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i></p> <p><i>Staff-in-charge</i></p>



	<p>5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>			
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa application with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such applications.</p>	<p>None</p>	<p>25- 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles</i> AACO</p>

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	6. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>
	7. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles</i> AACO
	8. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>
None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	11. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
	12. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	13. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division-Manila

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	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa 6.1. Secures a certified true copy of Order	6. Receives the original passport and implement the approved visa if the application is approved. 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
7. Receive the passport with implemented approved visa	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>
TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila



CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

CATEGORY	FEES TO BE PAID		
	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate Of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

4.1 Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 2. Applicant's passport Including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission) 3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original) 4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original) 5. Bureau of Immigration Clearance Certificate (1 original) 	<p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p>



<p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>ii. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent) 2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission) 3. Proof of filiation with the principal: <ol style="list-style-type: none"> i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics 	<p>Bacolod Immigration Field Office</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p style="padding-left: 40px;">128.1.10. 128.1.11. IMPORTANT:</p> <p style="padding-left: 40px;">(a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p>
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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; 1set- for Legal Division, BI-Manila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2.1. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a "as-is, where-is" basis.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i> <i>Assesor</i> <i>Window 1</i></p>
	<p>2.2. Check the derogatory records</p> <p>Note:</p> <p>2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall</p>			

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	be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.			
	2.3. Issue the Order of Payment Slip (OPS) 2.4. Returns the passport and ACR ICard application to applicant			
3.1. Presents the original passport together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3.Pays the required fees 3.4. Secure official receipt	3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Receives the Order of Payment Slip (OPS) 3.3.Accept the payment based on the OPS 3.4. Issues the Official Receipt	Refer to table below	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>
4. Applicant and petitioner to attend the hearing with the AACO	4. Conduct hearing with the applicant and the petitioner	None	1 hour	<i>Mita Chuvy A. Arguelles AACO</i>
5. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)	5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)	None	15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>

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	5.1 Provide 1 set of all documents submitted by the applicant/petitioner			
	<p>6. Review and evaluate the Visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.</p>	None	25 - 30 minutes	<i>Mita Chuvy A. Arguelles</i> AACO
	7. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin</i> Staff-in-charge
	8. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles</i> AACO



	9. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i>
None	10. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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None	11. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	12. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
	13. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	14. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division-Manila

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	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa 6.1. Secures a certified true copy of Order	6. Receives the original passport and implement the approved visa if the application is approved. 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
7. Receive the passport with implemented approved visa	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila



AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

Conversion to Section 13(E) Non-Quota Immigrant Visa

Office or Division:	Bacolod Immigration Field Office																		
Classification:	Highly Technical																		
Type of Transaction:	G2C – Government to Citizen																		
Who may avail:	<p>A foreign national who was previously granted permanent residence or temporary visit abroad (five years from latest departure) to arrive in the Philippines</p> <p>Applicant must be a national of the following countries:</p> <table border="0"> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> </table>	Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru
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Austria	Hong Kong SAR	Papua New Guinea																	
Belgium	Indonesia (Female)	Paraguay																	
Belize	Iraq	Peru																	

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	Bolivia Botswana Bosnia & Herzegovina Brazil Canada Cape Verde Chile Colombia Costa Rica Croatia Cuba Czech Republic Denmark Ecuador Egypt* El Salvador Estonia	Ireland Iceland Israel Italy Japan Latvia Lesotho Libya (Female) Lithuania Luxembourg Macau SAR Malaysia (Female) Malta** Marshall Islands Mexico Micronesia Monaco	Russia Saudi Arabia (Female) Senegal Serbia Singapore Slovak Republic Slovenia South Africa South Korea Spain Suriname Sweden Switzerland Thailand Trinidad and Tobago Tunisia Turkey
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	Finland Fiji France Gabon Germany	Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	United Kingdom Uruguay USA Venezuela
<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>			

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>1. Duly accomplished Consolidate d General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for</p>	<p>Bacolod Immigration Field Office (Information and Assistance Counter) or downloadable from BI-Website www.immigration.gov.ph</p> <p>Applicant</p> <p>Bacolod Immigration Field Office</p> <p>Applicant</p>

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visarequired foreign nationals), latest	
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<p>departure and arrival stamps including departure and arrival/return to the country stamps within the five-year period as a proof of temporary sojourn abroad, and valid authorization of at least twenty (20) days at the time of assessment of fees, (1 original passport for presentation and 1 photocopy each for submission)</p>	
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<p>3. Visa implementation page and/or Order of Approval of the previous permanent visa (1 certified true copy)</p> <p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	
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<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>National Bureau of Investigation (NBI)</p> <p>Bacolod Immigration Field Office</p>
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<p>Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government issued ID card (1 photocopy) of attorney-in-fact)</p>	
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public	None	5 - 10 minutes	<i>Maria Lolita may L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; 1-set-for Legal Division, BI-Manila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2.Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is basis</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita may L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/</i></p> <p><i>Assessor Window 1</i></p>
	<p>2.2 Check the derogatory records</p> <p>Note: 2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p>			



	2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance or payments.			
	2.3. Issue the Order of Payment Slip (OPS) 2.4 Returns the passport and ACR I- Card application to applicant			
3.1. Presents the original passport together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3. Pays the required fees 3.4. Secure official receipt	3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Receives the Order of Payment Slip (OPS) 3.3 Accept the payment based on the OPS 3.4 Issues the Official Receipt	Refer to table below	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>

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<p>4. Applicant and petitioner to attend the hearing with the AACO</p>	<p>4. Conduct hearing with the applicant and the petitioner</p>	<p>None</p>	<p>1 hour</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>
<p>5. Applicant to appear for photo capturing/biometric procedure (Only for four [4] years old and above) 157.1.</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)</p> <p>5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau Applications.</p>	<p>None</p>	<p>25 - 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>



	Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare to the BOC the approval or disapproval of such applications.			
	7. Preparation of the Order	None	15 minutes	<i>Maria Lolita L Apuhin Staff-in-charge</i>
	8. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles AAO</i>
	9. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Mita Chuvy A. Arguelles Staff-in-charge</i>

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None	10. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
None	11. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
None	12. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<p><i>Acting Chief</i> Management and Information Systems Division (MISD)</p> <p>Fourth Floor, BI Main Office Building</p>

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	13. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	14. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division-Manila
	15. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> <i>Staff-in-charge</i> Bacolod Immigration Field Office

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<p>6. Submits the original passport for implementation of the approved visa</p> <p>6.1. Secures a certified true copy of Order</p>	<p>6. Receives the original passport and implement the approved visa if the application is approved.</p> <p>6.1. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>10-15 minutes</p>	<p><i>Maria Lolita May L. Apuhin</i> <i>Staff-in-charge</i></p>
<p>7. Receive the passport with implemented approved visa</p>	<p>7. Required the applicant to sign the logbook regarding receipt of approved visa</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Maria Lolita May L. Apuhin/</i> <i>Jennifer R. Sanchez</i> <i>Staff-in-charge</i></p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>2 hours</p>	<p>NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila</p>



CONVERSION TO SECTION 13(E) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

Conversion to Section 13(G) Non-Quota Immigrant Visa

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



<p>Who may avail:</p>	<p>Foreign national who: (a) was previously a natural foreign country; and, (c) imillippines; (b) is a naturalized citizen of a for permanent residence, and the spouse and/or the unmarried child below :</p> <p>Applicants must be nationals of the following countries:</p> <table border="0" data-bbox="672 487 2016 1291"> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> <tr> <td>Cuba</td> <td>Macau SAR</td> <td>Suriname</td> </tr> <tr> <td>Czech Republic</td> <td>Malaysia (Female)</td> <td>Sweden</td> </tr> <tr> <td>Denmark</td> <td>Malta**</td> <td>Switzerland</td> </tr> <tr> <td>Ecuador</td> <td>Marshall Islands</td> <td>Thailand</td> </tr> <tr> <td>Egypt*</td> <td>Mexico</td> <td>Trinidad and Tobago</td> </tr> <tr> <td>El Salvador</td> <td>Micronesia</td> <td>Tunisia</td> </tr> <tr> <td>Estonia</td> <td>Monaco</td> <td>Turkey</td> </tr> <tr> <td>Finland</td> <td>Montenegro</td> <td>United Kingdom</td> </tr> </table>			Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain	Cuba	Macau SAR	Suriname	Czech Republic	Malaysia (Female)	Sweden	Denmark	Malta**	Switzerland	Ecuador	Marshall Islands	Thailand	Egypt*	Mexico	Trinidad and Tobago	El Salvador	Micronesia	Tunisia	Estonia	Monaco	Turkey	Finland	Montenegro	United Kingdom
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Australia	Honduras	Oman (Female)																																																																									
Austria	Hong Kong SAR	Papua New Guinea																																																																									
Belgium	Indonesia (Female)	Paraguay																																																																									
Belize	Iraq	Peru																																																																									
Bolivia	Ireland	Russia																																																																									
Botswana	Iceland	Saudi Arabia (Female)																																																																									
Bosnia & Herzegovina	Israel	Senegal																																																																									
Brazil	Italy	Serbia																																																																									
Canada	Japan	Singapore																																																																									
Cape Verde	Latvia	Slovak Republic																																																																									
Chile	Lesotho	Slovenia																																																																									
Colombia	Libya (Female)	South Africa																																																																									
Costa Rica	Lithuania	South Korea																																																																									
Croatia	Luxembourg	Spain																																																																									
Cuba	Macau SAR	Suriname																																																																									
Czech Republic	Malaysia (Female)	Sweden																																																																									
Denmark	Malta**	Switzerland																																																																									
Ecuador	Marshall Islands	Thailand																																																																									
Egypt*	Mexico	Trinidad and Tobago																																																																									
El Salvador	Micronesia	Tunisia																																																																									
Estonia	Monaco	Turkey																																																																									
Finland	Montenegro	United Kingdom																																																																									

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	<p>Fiji France Gabon Germany</p>	<p>The Netherlands New Zealand Nicaragua Nigeria (Female)</p>	<p>Uruguay USA Venezuela</p>			
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>					
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>					

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p style="margin-left: 20px;">a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>



<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Birth Certificate</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival</p>	<p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p> <p>National Bureau of Investigation</p>
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<p>in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>vii. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid governmentissued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent) viii.</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <ul style="list-style-type: none"> i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ix. ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) x. xi. IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office</p>
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<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for four (4) years old and above) xii. II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Secure the checklist of requirements and application form</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public</p>	<p>None</p>	<p>5 - 10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i></p>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; 1-set-for Legal Division, BI-Manila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2.1. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is” basis.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/ Assessor Window 1</i></p>
	<p>2.2 Check the derogatory records</p> <p>Note:</p> <p>2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of</p>			

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	issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.			
	2.3 Issue the Order of Payment Slip (OPS) 2.4 Returns the passport and ACR I-Card application to applicant			
3.1. Presents the original passport together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3.Pays the required fees 3.4. Secure official receipt	3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.2. Receives the Order of Payment Slip (OPS) 3.3.Accept the payment based on the OPS 3.4. Issues the Official Receipt	Refer to table below	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>
4. Applicant and petitioner to attend the hearing with the AACO	4. Conduct hearing with the applicant and the petitioner	None	1 hour	<i>Mita Chuvy A. Arguelles AACO</i>

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<p>5. Applicant to appear for photo capturing/biometric procedure (only for four [4] years old and above)</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)</p> <p>5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>6. Review and evaluate the visa Application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI- Bacolod strictly observed the Completeness Rule of the Bueau Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application</p>	<p>None</p>	<p>25 - 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles AACO</i></p>
	<p>7. Preparation of the Order</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin Staff-in-charge</i></p>



	8. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles</i> AACO
	9. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin</i> Staff-in-charge
None	10 Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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None	11. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners
				Second Floor, BI Main Office Building
None	12. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
	13. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	14. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division-Manila

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	15. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa 6.1 Secures a certified true copy of Order	6. Receives the original passport and implement the approved visa if the application is approved. 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
7. Receive the passport with implemented approved visa	7.1. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved
				application will be made upon receipt of the order of approval from BI-Manila



CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

CATEGORY	FEES TO BE PAID			
	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



6. Boarding of Vessels (Arrival/Departure)

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction/Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid Passport/travel documents	Concerned Issuing Authority/Agency	
2. Valid Seaman's Book	Concerned Issuing Authority/Agency	
Additional Requirements:		
3. Valid Visaed Crew List - 9(c)	Shipping Line	
4. Notice of Arrival (NOA) - notify office at least 48 hours before the arrival of the vessel	Shipping Line	
5. Arrival Crew List	Shipping Line	
6. Voyage Memo/Ports of Call	Shipping Line	
7. Ship's Particulars	Shipping Line	
8. Letter of Explanation (applicable for no visaed crew list)	Master of the Vessel	
9. Certificate of Not the Same Person (NTSP) for crew/passenger with the same name found in the Bureau of Immigration Derogatory Database	Certification and Clearance Section, Bureau of Immigration, Manila	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notice of Arrival (NOA) together with the copy of Crew List, Voyage Memo and Ship's Particulars	1. Receive and assess pertinent documents from the foreign vessel 1.1 Check the travel/derogatory records of the crew pursuant to the Philippine Immigration Act of 1940, as amended and other existing rules and regulations	None	1 minute/crew	<i>Mita Chuvy A. Arguelles</i> <i>Immigration Officer assigned</i>
2. Submit copy of the Visa Crew List	2. Assessment and payment of Immigration fees.	100.00/crew (VCL Fee) 10.00/crew (LRF) 500.00 (Express Lane Fee)/vessel If with fine 500.00/crew	5 minutes	<i>Jennifer R. Sanchez/</i> <i>Annabelle A. Jamili</i> <i>Assessor/Cashier</i>



<p>3. Notify Schedule for Boarding Formalities (Depends on the date and time of the arrival of the vessel)</p>	<p>3. Conducting/administering Boarding Formalities with the Boarding Team (CIQ) Request the Master of the Vessel to provide the following documents:</p> <ul style="list-style-type: none"> a) Crew List b) Voyage Memo c) Ship's Particular d) Letter of Explanation (applicable for 1st port arrival) e) Passport/Seaman's Book f) Departure Clearance from the last local port (applicable for 2nd port arrival) <p>3.1 Checking of all passport/seaman's book of the crew stated in the crew list</p> <p>3.2 Immigration Boarding Formalities Form (BI Form 2014-10-017 Rev 0) must be properly/completely/correctly filled out and request the Master of the Vessel to sign with the ship's stamp.</p> <p>Note: Vessel operation will start after the CIQ Boarding Formalities up to the last day of the vessel's operation,</p>	<p>None</p>	<p>30 minutes - 1 hour</p>	<p><i>Mita Chuvy A. Arguelles</i> Immigration Boarding Officer Assigned</p>
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<p>4. Notify the Immigration Boarding Officer assigned regarding the departure schedule of the vessel</p>	<p>4. Check all the crew (no work away/jumped ship) upon departure and Issue Immigration Port Clearance (BI Form 2014-10-018 Rev 1) to the Master of the Vessel.</p>	<p>None</p>	<p>30 minutes - 1 hour</p>	<p><i>Mita Chuvy A. Arguelles</i> Immigration Boarding Officer Assigned</p>
	<p>TOTAL</p>	<p>None</p>	<p>Administer Boarding Formalities within 1 hour to 2 hrs (depending on the preparation/availability of all the the required documents during the boarding formalities)</p>	<p>NOTE: Administer boarding formalities either at anchorage area or at Berth upon arrival/departure of the vessel</p>



7. Emigration Clearance Certificate (ECC)/ CE

Issuance of Emigration Clearance Certificate (ECC) Series A

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Bacolod Immigration Field Office (Assigned/BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Bacolod Immigration Field Office (Assigned/BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	Bacolod Immigration Field Office (Assigned/BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant	

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6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/	Applicant

8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	Applicant (Issued by National Bureau of Investigation (NBI))
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN). Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	5 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge</i>
2. Secure the Order of Payment Slip (OPS).	2. Staff-in-charge transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	2 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge / Assessor</i>

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3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	2 minutes	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Cashier Window 1</i>
4. Submit the Official Receipt (OR)	4. Staff-in-charge receives the OR and draft ECC/CE	None	10 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge</i>
	4.1 For Fingerprint Verification, staff-incharge encodes and prints the ECC/CE for review.	None		<i>Annabelle A. Jamili/ Jennifer R. Sanchez Fingerprint Examiner/ ECC Typist Staff-in-charge</i>
	4.2 Final review and approval	None	3 minutes	<i>Mita Chuvy A. Arguelles AAO</i>
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Corel Gabriel C. Goba Staff-in-charge Window 2</i>
	TOTAL:		25 - 30 minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



Issuance of Certificate of Exemption (CE) Series A

Office or Division:	Bacolod Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Bacolod Immigration Field Office (% Security Guard Assigned/BIBacolodPublic Information Assistance/BI Website www.immigration.gov.ph)		
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Bacolod Immigration Field Office (% Security Guard Assigned/BIBacolodPublic Information Assistance/BI Website www.immigration.gov.ph)		
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	Bacolod Immigration Field Office (% Security Guard Assigned/BIBacolodPublic Information Assistance/BI Website www.immigration.gov.ph)		
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant		
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant		
6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant		
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant		
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant		

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<i>If traveling with parents:</i> a.) Photocopy of parent's passport biopage; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
<i>If travelling with a legal guardian:</i> a.) Photocopy of legal	Parent/Guardian

guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	
<i>If travelling alone:</i> a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
<i>For native born foreign passport holders with one Filipino parent (initial departure):</i> a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN). Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	5 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge</i>
2. Secure the Order of Payment Slip (OPS).	2. Staff-in-charge transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	2 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge / Assessor</i>

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	2 minutes	<i>Jennifer R. Sanchez/ Annabelle A. Jamili/ Cashier Window 1</i>
4. Submits the Official Receipt (OR).	4. Staff-in-charge receives the OR and draft ECC/CE	None	10 minutes	<i>Annabelle A. Jamili/ Jennifer R. Sanchez Staff-in-charge</i>
	4.1 For Fingerprint Verification, staff-in-charge encodes and prints the ECC/CE for review.	None		<i>Annabelle A. Jamili/ Jennifer R. Sanchez Fingerprint Examiner/ ECC Typist Staff-in-charge</i>
	4.2 Final review and approval.	None	3 minutes	<i>Mita Chuvy A. Arguelles AAO</i>
5. Present the claim stub.	5. Release the approved ECC/CE.	None	3 Minutes	<i>Corel Gabriel C. Goba/ Annabelle A. Jamili Staff-in-charge Window 2</i>
	TOTAL		25 - 30 minutes	



Transaction for Minor with previous extensions or updates
Certificate of Exemption (Php 200) + LRF (Php 10)
A-Cert Fee (Php 500) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
A-Cert Fee (Php 500) + Certificate of Exemption (Php 200) + LRF (Php 20) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



8. Extension of Authorized Stay of Temporary Visitor

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction / Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		Bacolod Immigration Field Office (BI-Bacolod Public Assistance)/BI Website www.immigration.gov.ph
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival		Applicant
5. Birth Certificate if applicant is a child		Applicant
<i>Additional requirements per visa category:</i> *Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or * BI Accreditation ID of the Travel Agent (1 photocopy)		Applicant



8.1 Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Bacolod Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	Bacolod Immigration Field Office
1. Accomplished Tourist Visa Extension Form	Applicant
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i>	Applicant
1. Special Power of Attorney (SPA); and	
2. One (1) valid Identification Card of the representative; as applicable photocopy of BI Accreditation ID of the Travel Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport	1. Review the completeness of application	None	2 Minutes	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Receiving &</i>



and other supporting documents.				<i>Releasing Counter</i>
	1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	5 Minutes	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Staff-in-charge/ Assessor Window 1</i>
	1.1 Verify the travel record (latest arrival details, admission status, etc.).	None		<i>-do-</i>
	1.2 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None		<i>-do-</i>

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR) / Receiving Payments /	Express Lane: Php 3,130 w/ valid visa Php 4,140	5 Minutes	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Staff-in-charge</i>
		w/ expired visa Regular Lane: Php 2,130 w/ valid visa		
3. Submit the OR.	3. Approval of visa extension	None	15 minutes	<i>Mita Chuvy A. Arguelles AACO</i>
	3.1 Implementation of visa extension	None		-do-
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None		<i>Corel Gabriel C. Goba/ Annabelle A. Jamili Staff-in-charge Window 2</i>
TOTAL if processed under Express Lane		Php 3,130	25 to 30 minutes	
TOTAL if processed under Regular Lane		Php 2,130	3 days & 25 minutes	



8.2 Extension of Tourist Visa - after 59 days

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants admitted under Sec. 9(a) and those who have been granted visa waiver.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Bacolod Immigration Field Office
2. Photocopy of passport bio-page, current visa implementation page and latest admission (1 Copy each)		Applicant

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3. Passport and ACR-card.	Applicant
<p><i>Additional requirements per visa category:(for representative)</i></p> <p>1. Special Power of Attorney (SPA); and</p> <p>2. One (1) valid Identification Card of the representative; as applicable</p>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the CGAF and submit it to the receiving counter.	1. Receive and review of Application upon receipt of CGAF from the client.	None	2 minutes per application	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Receiving & Releasing Counter</i>
	1.1 transmittal of the reviewed CGAF to the Assessor.	None		-do-
2. Present the OPS to the Cashier for payment.	2. Assessment of fees	None	5 minutes per application	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Staff-in-charge/ Assessor Window</i> 1



3. Receive the approved Tourist Visa Extension	3. Receive payment and issuance of OR	Varies depending on the number of months applied for by the client.	5 minutes per application	<i>Jennifer R. Sanchez/ Annabelle A. Jamili Cashier</i>
	.4. Visa Implementation and approval.		15 minutes	<i>Approving Officer</i>
	4.1 Visa Sticker Printing			<i>-do-</i>
	5. Release of the approved Tourist Visa Extension	None		<i>Annabelle A. Jamili/ Corel Gabriel C. Goba Staff-in-charge/ Assessor Window 2</i>
	TOTAL Express		25 to 30 minutes	
	Regular		3 days & 25 minutes	

8.3 Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements: ix. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		Bacolod Immigration Field Office (BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph		
x.	Notarized letter of explanation for overstaying	Applicant		
xi.	Passport of the applicant (original)	Applicant		
xii.	Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant		
xiii.	Birth Certificate if applicant is a child	Applicant		
<i>Additional requirements per visa category:</i> 9. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or		Applicant		
10. BI Accreditation ID of the Travel Agent (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Submit the completely filled-out application form, original passport and other supporting documents</p>	<p>1. Receive and review the application form for completeness and correct attachments of all corresponding requirements Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
<p>2. Receive the claim stub</p>	<p>2. Issue the claim stub to the applicant Note: All applications will be approved by BI Main Office-Manila</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to process appropriate derogatory clearance to be issued by the Certification and Clearance Section (CSS), BI-Manila.</p>	<p>None</p>	<p>1 working day</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>	<p>None</p>		<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>2.3 Draft the Order.</p>	<p>None</p>		<p><i>Maria Lolita May L. Apuhin Staff-in-charge</i></p>

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	2.4 Review and sign Order for endorsement to the Chief-IRD	None	1 hour	<i>Mita Chuvy A. Arguelles</i> AACO
	2.5 Transmit thru email the Order to the Immigration Regulation Division (IRD)	None		<i>Maria Lolita May L. Apuhin</i> Staff-in-charge
	2.6 Review and sign the Order.	None		<i>Chief</i> IRD
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge</i> IRD
	2.8 Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office by IRD for implementation	None	5 minutes	<i>Staff-in-charge</i> IRD

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	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Field Office</i>
3. Present the claim stub	3. Assess the fees.	None	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessor</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Visa Reviewing and Approving Officer</i>
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant on the approval of visa extension	None	2 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 2</i>



TOTAL:	<i>Total fees depends on number of months overstayed</i>	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila
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8.4 Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or staying more than the Allowable Period

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Bacolod Immigration Field Office (BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant

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<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents with not be accepted.	None	5 Minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
2. Receive the claim stub	2. Issue the claim stub to applicant Note: All applications will be approved by BI Main Office-Manila	None	2 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to process appropriate derogatory clearance to be issued by the Certification and Clearance Section	None	1 working days	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>

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	(CSS), BI-Manila			
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	2.3 Draft the Order.	None		<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i>
				<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the Chief-IRD	None		<i>Mita Chuvy A. Arguelles AACO</i>
	2.5 Transmit the Order thru email to the Immigration Regulation Division (IRD)	None	1 hour	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	2.6 Review and sign the Order.	None		<i>Chief IRD</i>
	2.7 Transmit the Order to the Office of the Commissioner.	None		<i>Staff-in-charge IRD</i>

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	2.8 Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by IRD for implementation	None		<i>Staff-in-charge IRD</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 1 for assessment of corresponding Immigration Fees/ Arrears.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
4. Proceed to window 1	4.1 Issue the Order of Payment Slip (OPS) for corresponding Immigration Fees/ Arrears.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/Assessor</i>
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR) for all corresponding Immigration fees/arrears	<i>See schedule of Fees</i>	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>
6. Submit the OR.	6. Review the correctness of payment and visa validity printed on the receipt	None	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessors</i>
	6.1 Enter the approval in the BI system	None	12 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Visa Reviewing and Approving Officer</i>
	6.2 Implement the visa Extension			
	6.3 Notify the applicant the approval of			

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	visa extension			
7. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	7.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 2
TOTAL		Total fees depends on number of months overstayed	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00

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4) Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP	
APPLICATION TYPE	FEES (in Php)
<i>Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex	
<i>Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00

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8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
APPLICATION TYPE	FEES (in Php)
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



9. School Accreditation

9.1 Privately owned Schools specializing in English as Second Language Training (ESL)

Office or Division:	Bacolod Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission

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3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines
4. List of accredited courses and program and Certificates of Technical Education and Skills Development Authority (TESDA)	TESDA
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School records
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School records
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU
10. Latest valid Fire Safety Inspection Certificate	LGU
11. Trainers Methodology Certificate/ TESOL Certificate	TESOL Philippines/ TESDA
12. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Maria Lolita L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>

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<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2. Review the completeness of application details and enter applicant's details in the system.</p> <p>Note: BI-BACOLOD strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.</p>	<p>None</p>	<p>15 minutes (Express) 4-6 days (Regular)</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i></p>
	<p>2.1 Issue the Order of Payment Slip (OPS) for Express fee.</p>	<p>None</p>	<p>5 to10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessors Window 1</i></p>
<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 500.00</p>	<p>5 to10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i></p>
	<p>3.1 Preparation of Indorsement address to the Chief, Student Desk, BI-Manila</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>3.2 Final Review/signing of the Indorsement and preparation of documents</p> <p>Note: BI-Bacolod will conduct ocular inspection within 10 days upon receipt of the instruction from BI-Manila</p>	<p>None</p>	<p>10 to 15 minutes</p>	<p><i>Mita Chuvy A. Arguelles AACO/ Staff-in-charge</i></p>

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4. Assist the BI inspection team	. Conduct ocular inspection in the school premises within 10 days upon receipt of the Order from the Chief, Student Desk,	None	1-3 months (Express or Regular)	<i>Mita Chuvy A. Arguelles</i> <i>/Maria Lolita May L. Apuhin</i> Inspection Officer Bacolod Immigration Field Office
	Manila. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval of the AACO for issuance of assignment of school inspectors</i> Bacolod Immigration Field Office prepares an inspection report after the inspection.			
	Preparation of Inspection Report to be submitted to the Chief, Student Desk, BIManila	None		
	Final Review/signing of the Inspection Report/Recommendation	None		
	Preparation of all the documents to be submitted to the Chief, Student Desk, BI-Manila for evaluation and approval			



5.	<p>Approval / Disapproval of the Chief, Student Desk, BI-Manila Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by the Student Desk Section, BI-Manila Notify the applicant via email or contact number provided. Issue the copy of the approved order and instruct applicant to proceed to Window 1 for assessment of</p>	None		
	corresponding Immigration Fees			
6. Present the Notice of Payment for issuance of OPS to the Cashier for payment	<p>6. Issue the OR and claim stub.</p> <p>Note: Official Receipts will be submitted to Student Desk, BI-Manila for issuance of the Accreditation Order.</p> <p>Notify the applicant via email or contact number provided upon receipt of the approved Accreditation Order</p>	<p>EXPRESS: Php 50,510.00</p> <p>REGULAR: Php 50,510.00</p>	5 – 10 minutes	<p><i>Jennifer R. Sanchez</i> Staff-in-charge Window 1</p>

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7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	NONE	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge
TOTAL	Express	Php 50,510.00	1-2 months	NOTE: All applications acted within 7 working days upon receipt of complete application and required documents/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
	Regular	Php 50,510.00	3 Months	

9.2 School Accreditation (Private, Non-ESL)

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:	Bacolod Immigration Field Office
Classification:	G2B – Government to Business

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Type of Transaction:	Highly Technical Transaction	
Who may avail:	All authorized representatives of Privately-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws		1. School records/ Securities and Exchange Commission
Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC		School records/ Securities and Exchange Commission
Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);		Federation of Accrediting Agencies of the Philippines
List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program/ Aviation Training Organization Certificate (ATOC) from Civil Aviation Authority of the Philippines (CAAP)/ License to Operate from Department of Health (DOH)		CHED, DepEd, TESDA, CAAP or DOH
Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School		School records
Organizational Chart with names);		

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Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School records
Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School records
Latest valid Business Permit	LGU
Latest valid Sanitary Permit	LGU
Latest Fire Safety Inspection Certificate	LGU
Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-BACOLOD strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	15 minutes (Express) 4-6 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i>
	2.1 Issue the Order of Payment Slip (OPS) for Express fee.	None	5 to10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessors Window 1</i>
4. Present the Official Receipt to the Cashier for Payment	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 500.00	5 to10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i>
	3.1 Preparation of Indorsement address to the Chief, Student Desk, BI-Manila	None	5 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>

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	<p>3.2 Final Review/signing of the Indorsement and preparation of documents</p> <p>Note: BI-Bacolod will conduct ocular inspection within 10 days upon receipt of the instruction from BI-Manila</p>	None	10 to 15 minutes	<p><i>Mita Chuvy A. Arguelles/Maria Lolita May L. Apuhin</i> AACO/ Staff-in-charge</p>
4. Assist the BI inspection team	<p>. Conduct ocular inspection in the school premises within 10 days upon receipt of the Order from the Chief, Student Desk, Manila.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval of the AACO for issuance of assignment of school inspectors</i></p> <p>Bacolod Immigration Field Office prepares an inspection report after the inspection.</p>	None	1-3 months (Express or Regular)	<p><i>Mita Chuvy A. Arguelles/Maria Lolita May L. Apuhin</i> Inspection Officer Bacolod Immigration Field Office</p>
	Preparation of Inspection Report to be submitted to the Chief, Student Desk, BIManila	None		

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	Final Review/signing of the Inspection Report/Recommendation	None		
	Preparation of all the documents to be submitted to the Chief, Student Desk, BI-Manila for evaluation and approval			
5.	Approval / Disapproval of the Chief, Student Desk, BI-Manila Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by the Student Desk Section, BI-Manila Notify the applicant via email or contact number provided. Issue the copy of the approved order and instruct applicant to proceed to Window 1 for assessment of corresponding Immigration Fees	None		

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<p>6. Present the Notice of Payment for issuance of OPS to the Cashier for payment</p>	<p>6. Issue the OR and claim stub.</p> <p>Note: Official Receipts will be submitted to Student Desk, BI-Manila for issuance of the Accreditation Order.</p> <p>Notify the applicant via email or contact number provided upon receipt of the approved Accreditation Order</p>	<p>EXPRESS: Php 10,510.00</p> <p>REGULAR: Php 10,510.00</p>	<p>5 – 10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge Window 1</p>
<p>7. Present the Official Receipt / Claim Stub.</p>	<p>7. Release the Accreditation Order duly signed by the Commissioner</p>	<p>NONE</p>	<p>5 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge</p>
<p>TOTAL</p>	<p>Express</p>	<p>Php 10,510.00</p>	<p>1-2 months</p>	<p>NOTE: All applications acted within 7 working days upon receipt of complete application and required documents/</p> <p>Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila</p>
	<p>Regular</p>	<p>Php 10,510.00</p>	<p>3 months</p>	



9.3 School Accreditation (Public)

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:	Bacolod Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Charter for State Universities and Colleges;	School records
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);	National Network of Quality Assurance Agencies
3. List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ License to Operate from Department of Health (DOH)	CHED, DepEd, or DOH

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4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School records
5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School records
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School records
7. Latest Sanitary Permit	LGU
8. Latest Fire Safety Inspection Certificate	LGU
9. BIR Certificate of Registration	BIR
10. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>

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1. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-BACOLOD strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	15 minutes (Express) 4-6 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge Window 1
	2.1 Issue the Order of Payment Slip (OPS) for Express fee.	None	5 to10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Assessors Window 1
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 500.00	5 to10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge Window 1
	3.1 Preparation of Indorsement address	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge
	to the Chief, Student Desk, BI-Manila			
	3.2 Final Review/signing of the Indorsement and preparation of documents Note: BI-Bacolod will conduct ocular inspection within 10 days upon receipt of the instruction from BI-Manila	None	10 to 15 minutes	<i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin</i> AACO/ Staff-in-charge

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<p>3. Assist the BI inspection team</p>	<p>. Conduct ocular inspection in the school premises within 10 days upon receipt of the Order from the Chief, Student Desk, Manila.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval of the AACO for issuance of assignment of school inspectors</i></p> <p>Bacolod Immigration Field Office prepares an inspection report after the inspection.</p>	<p>None</p>	<p>1-3 months (Express or Regular)</p>	<p><i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin</i> Inspection Officer Bacolod Immigration Field Office</p>
	<p>Preparation of Inspection Report to be submitted to the Chief, Student Desk, BManila</p>	<p>None</p>		
	<p>Final Review/signing of the Inspection Report/Recommendation</p>	<p>None</p>		
	<p>Preparation of all the documents to be submitted to the Chief, Student Desk, BI-Manila for evaluation and approval</p>			
<p>5.</p>	<p>Approval / Disapproval of the Chief,</p>	<p>None</p>		

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	<p>Student Desk, BI-Manila Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by the Student Desk Section, BI-Manila Notify the applicant via email or contact number provided. Issue the copy of the approved order and instruct applicant to proceed to Window 1 for assessment of corresponding Immigration Fees</p>			
<p>6. Present the Notice of Payment for issuance of OPS to the Cashier for payment</p>	<p>6. Issue the OR and claim stub. Note: Official Receipts will be submitted to Student Desk, BI- Manila for issuance of the Accreditation Order. Notify the applicant via email or contact number provided upon receipt of the approved Accreditation Order</p>	<p>EXPRESS: Php 10,510.00 REGULAR: Php 10,510.00</p>	<p>5 – 10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 1</i></p>
<p>7. Present the Official Receipt / Claim Stub.</p>	<p>7. Release the Accreditation Order duly signed by the Commissioner</p>	<p>NONE</p>	<p>5 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>



TOTAL	Express	Php 10,510.00	1-2 months	NOTE: All applications acted within 7 working days upon receipt of complete application and required documents/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
	Regular	Php 10,510.00	3 months	

10. School/University/ Language Center Accreditation/Change School Address/Change Amendment of School Address (Private)

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed before the SEC	School records/ Securities and Exchange Commission
3. Latest valid Business Permit	Local Government Unit (LGU)
4. Latest valid Sanitary Permit	LGU
5. Latest Fire Safety Inspection Certificate	LGU
6. Copy of Authority to Accept Foreign Students Order	Applicant School

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7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		Applicant School		
8. Letter request for amendment of school address, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and	1. Provide the applicant with a checklist of requirements, application forms and general	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-Charge Bacolod Immigration Field</i>
application form.	information to the transacting public.			Office/BI Website www.immigration.gov.ph
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-BACOLOD strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	1-2 days (Express) 4-6 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/Evaluation Officer Window 1</i>
	2.1 Issue Order of Payment Slip (OPS)	None	5 to 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/Assessor</i>

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>Express: Php 1,510.00</p> <p>Regular: Php 1010.00</p>	<p>5-10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
<p>4. Present the notice of payment</p>	<p>Preparation of Indorsement address to the Chief, Student Desk</p> <p>Final Review/Signing of the Indorsement and other documents</p> <p>Preparing for the mailing of the application and other supporting documents to the Chief-Student Desk, BI-Manila</p>	<p>None</p>	<p>15 - 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin Staff-in-charge/ AACO</i></p>



<p>5. Assist the BI inspection team</p>	<p>5. Conduct ocular inspection in the school premises within 10 days upon receipt of the Order from the Chief, Student Desk, Manila.</p> <p><i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval of the AACO for issuance of assignment of school inspectors</i></p> <p>Bacolod Immigration Field Office prepares an inspection report after the inspection.</p> <p>Approval / Disapproval of the Chief, Student Desk, BI-Manila Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by the Student Desk Section, BI-Manila Notify the applicant via email or contact number provided. Issue the copy of approved order and instruct applicant to proceed to Window 1 for assessment of corresponding Immigration Fees</p>	<p>None</p>	<p>15 days - 1 months (Express or Regular)</p>	<p><i>Inspection Team</i></p> <p><i>Chief, Student Desk</i></p> <p><i>Student Desk, BI-Manila</i></p> <p><i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin Staff-in-Charge/ Bacolod Immigration Field Office</i></p>
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6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub. Note: Official Receipts will be submitted to Student Desk, BI-Manila for issuance of the Accreditation Order. Notify the applicant via email or contact number provided upon receipt of the approved Accreditation Order	Express: Php 1,510.00 Regular: Php 1010.00	5-10 minutes	Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1/ Staff-in-charge
7. Present the Official Receipt / Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	5 minutes	Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge
TOTAL:	Express	Php 1510.00	1-2 months	NOTE: All applications acted within 7 working days upon receipt of complete application and required documents/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
	Regular	Php 1010.00	3 months	



Amendment of School Name (Private)

Office or Division:	Bacolod Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Amended Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;		School records/ Securities and Exchange Commission
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended name filed before the SEC		School records/ Securities and Exchange Commission
3. Latest valid Business Permit		LGU
4. Latest valid Sanitary Permit		LGU
5. Latest Fire Safety Inspection Certificate		LGU
6. Copy of Authority to Accept Foreign Students Order		Applicant School
7. Letter request for amendment of school name, indicating contact person, contact phone number and school email, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-Charge Bacolod Immigration Field Office/BI Website www.immigration.gov.ph</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/Evaluation Officer Window 1</i>
	Note: BI-BACOLOD strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.		4-6 days (Regular)	
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to 10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i>

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<p>4. Present the notice of payment</p>	<p>Preparation of Indorsement address to the Chief, Student Desk/ Final Review/Signing of the Indorsement and other documents Preparing for the mailing of the application and other supporting documents to the Chief-Student Desk, BI-Manila</p>	<p>None</p>	<p>15 - 30 minutes</p>	<p><i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin AACO/Staff-in-charge</i></p>
<p>5. Assist the BI inspection team</p>	<p>Approval / Disapproval of the Chief, Student Desk, BI-Manila Transmit the Approved/Disapproved Order to Bacolod Immigration Field Office thru email by the Student Desk Section, BI-Manila</p>	<p>None</p>	<p>15 days - 1 months (Express or Regular)</p>	<p><i>Inspection Team</i></p>
	<p>Notify the applicant via email or contact number provided. Issue the copy of approved order and instruct applicant to proceed to Window 1 for assessment of corresponding Immigration Fees</p>			<p><i>Chief, Student Desk</i> <i>Student Desk, BI-Manila</i> <i>Mita Chuvy A. Arguelles/ Maria Lolita May L. Apuhin Staff-in-Charge/ Bacolod Immigration Field Office</i></p>

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<p>6. Present the OPS to the Cashier for payment.</p>	<p>6. Issue the OR and claim stub.</p> <p>Note: Official Receipts will be submitted to Student Desk, BI-Manila for issuance of the Accreditation Order.</p> <p>Notify the applicant via email or contact number provided upon receipt of the approved Accreditation Order</p>	<p>Express: Php 1,510.00</p> <p>Regular: Php 1010.00</p>	<p>5-10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Cashier Window 1/ Staff-in-charge</p>
<p>7. Present the Official Receipt / Claim Stub</p>	<p>7. Release the Accreditation Order duly signed by the Commissioner</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> Staff-in-charge</p>
<p>TOTAL:</p>	<p>Express</p>	<p>Php 1,010.00</p>	<p>7 days</p>	<p>NOTE: All applications acted within 7 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-</p>
				<p>Manila</p>
	<p>Regular</p>	<p>Php 510.00</p>	<p>1 month</p>	



11. Special Work Permit (SWP)

Office or Division:	Bacolod Immigration Field Office	
Classification:	Simple Transaction/Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals who shall engage in gainful employment within a short period of time (three (3) to six (6) months)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the Petitioning company	Petitioner	
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	Bacolod Immigration Field Office (BI-Bacolod Public Information Assistance)/BI Website www.immigration.gov.ph	
3. Photocopy of applicant's passport bio-page, entry visa (if applicable) latest admission and updated temporary visitor's visa/valid authorized stay.	Applicant	
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	Petitioner	
5. Submit the following documents for the particular positions (if applicable)	Applicant	
a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following	Applicant	

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<p>a.1) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney, (To prove or establish educational attainment), and</p> <p>a.2) Certificate of Training, Course Completion or resume as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicants must submit a Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Applicant</p> <p>Applicant</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of Tin (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)</p>	<p>Applicant</p>
<p>7. BI Clearance Certificate</p>	<p>Bacolod Immigration Field Office</p>

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<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <p>i. Securities and Exchange Commission (SEC) Certificate of Registration; ii. Articles of Incorporation (AOI); and iii. General Information Sheet (GIS) for the current year, stamped received by SEC.</p> <p>b. For Partnership, photocopies of the following : Securities and Exchange Commission (SEC) Certificate of Registration; and Articles of Partnership (AOP).</p>	<p>Securities and Exchange Commission (SEC) City/Municipality where the petitioner operates</p> <p>Securities and Exchange Commission (SEC) City/Municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI) City/Municipality where the petitioner operates</p>
<p>c. For Single Proprietorships, photocopies of the following:</p> <p>i. Department of Trade and Industry's Certificate of Registration of Business Name</p>	
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	<p>Petitioner</p>

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<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities: b.1) CBCP, b.2) PCEC, b.3) INC,</p>	

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<p>b.4) JIL, or b.5) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following: c.1) For Commercial Models: FAP, c.2) For Foreign Journalists: Malacañang Press Corps. c.3) For Trainees: GOCC or Sponsoring Private Entity</p>	
<p>5. Mayor's Permit</p>	<p>City/Municipality where the petitioner operates</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for, and</p>	<p>Petitioner</p>
<p>7. A sworn declaration of the petitioning company operating in the Philippines; a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and</p> <p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services)</p>	<p>Petitioner</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
2. Submit the duly accomplished application form & supporting documents,	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	15 minutes (Express) 3 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Evaluation Officer/ Staff-in-charge</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	2 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessors</i>

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR)/Receiving payments/processing of SWP/PWP/signing and approval	<p>EXPRESS: Php 6,940.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 5,440.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	30 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		3 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 2</i></p>
TOTAL	Express	<p>Php 6,940.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	<p>53 minutes - 1 hour (depending on the network connectivity</p>	
			<p>connected to the BI System)</p>	
	Regular	<p>Php 5,440.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	7 days	



12. Special Study Permit (SSP)

Office or Division:	Bacolod Immigration Field Office		
Classification:	Simple Transaction/ Complex Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE	
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school	
Duly 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;		Bacolod Immigration Field Office (% BI-Bacolod Public Information Assistance/BI Website www.immigration.gov.ph)	
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant	
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 applicants below 18 years of age;		Petitioning school	

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Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying	Applicant (Issued by National Bureau of Investigation (NBI))

schools; and BI Clearance Certificate.		Bacolod Immigration Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	3 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system. Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau. Application with lacking required documents will not be accepted.	None	10 minutes (Express) 3 days (Regular)	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Evaluation Officer/ Staff-in-charge</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	2 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Assessors</i>

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<p>3. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR)/Receiving payments/processing of SSP/signing and approval.</p>	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
<p>4. Submit the claim stub</p>	<p>4. Release of passport, and copy of permit to applicant.</p>		<p>3 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Window 2</i></p>
<p>TOTAL</p>	<p>Express</p>	<p>Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	<p>30 minutes - 1 hour (depending on the network connectivity connected to the BI System)</p>	
	<p>Regular</p>	<p>Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	<p>7 days</p>	



13. TRV Conversion/Extension

Conversion to Temporary Resident Visa (TRV) for One Year of a Foreign National Married to a Filipino Citizen under Law Instruction No. 33

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign nationals married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8 ^{1/2} x 14 in.) folder	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph Applicant



<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>2. Applicant's passport including biographical data page, latest entry visa (for visa required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>ii. I or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction</p>	<p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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<p>ction over the place of issuance, or by the Depart ment of Foreig n Affairs (DFA) if issued by the local embas sy in the Philipp ines, or apostil led by the appropriate foreig</p>	
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<p>n government author ities, with Englis h transla tion if written in other foreig n language (1 origina l)</p> <p>4. Petitioner's birth certificate with valid identificatio n (ID) card</p> <p>i. If certific ate is issued</p>	
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<p>in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certified</p>	
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<p>ate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of</p>	
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<p>Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written</p>	
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<p>in other foreign language (1 original) or Bureau of Immigration issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>5. Duly accomplished</p>	
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<p>Questionnaire and Answer Form with 2x2 or passportsize colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>6. Affidavit of Guarantee stating that all</p>	
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<p>documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the</p>	
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<p>date of first arrival in the Philippines (1 original)</p> <p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>ii. (Bureau of Immigration Accreditation/Identification (ID) card or certificate (1 photocopy) if filed through</p>	
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<p>an accredited liaison officer, or Special Power of Attorney (1 original) and valid government issued ID card (1 photocopy) of attorney in-fact)</p> <p>b. DEPENDENT /S</p> <p>1. Duly accomplished Consolidated General</p>	
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<p>Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>2. Dependent' s passport including biographical data page, latest entry visa (for visarequired foreign nationals),</p>	
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<p>latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued</p>	
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<p>in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	
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<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place</p>	
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<p>of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostil led by the appropriate foreign government authorities,</p>	
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<p>with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. I MPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of</p>	
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<p>passport indicating the spouse/ parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the</p>	
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<p>date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	
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<p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Secure the checklist of requirements and application form</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public</p>	<p>None</p>	<p>5 - 10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i></p> <p><i>Staff-in-charge Bacolod Immigration Field Office</i></p>

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<p>2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; 1-set-for Legal Division, BI-Manila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)</p>	<p>2.1. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where- is “ basis.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/</i></p> <p><i>Assessor Window 1</i></p>
	<p>2.2 Check the derogatory records</p> <p>Note: 2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p>			

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	<p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p>			
	<p>2.3 Issue the Order of Payment Slip (OPS)</p> <p>2.4 Returns the passport and ACR I-Card application to applicant</p>			
<p>3. Presents the original passport together with the Order of Payment Slip (OPS) 3.2. Submits the Order of Payment Slip (OPS) 3.3.Pays the required fees 3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Receives the Order of Payment Slip (OPS)</p> <p>3.3.Accept the payment based on the OPS</p> <p>3.4. Issues the Official Receipt</p>	<p>Refer to table below</p>	<p>10 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>

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<p>4. Applicant and petitioner to attend the hearing with the AACO</p>	<p>4. Conduct hearing with applicant and the petitioner</p>	<p>None</p>	<p>1 hour</p>	<p>Mita Chuvy A. Arguelles AACO</p>
<p>5. Applicant to appear for photo capturing/biometric procedure (only for four (4) years old and above)</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)</p> <p>5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of Requirements</p> <p>Note: BI- Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa applications with incomplete and/or counterfeit documentary</p>	<p>None</p>	<p>25 – 30 minutes</p>	<p>Mita Chuvy A. Arguelles AACO</p>

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	requirements, the ACO shall prepare the draft Order recommending to the BOC the approval or disapproval of such application.			
	6. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	7. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	Mita Chuvy A. Arguelles AACO
None	8. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	11. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
	12. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>
	13. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division- Manila

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	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i>
6. Submits the original passport for implementation of the approved visa 6.1. Secures a certified true copy of Order	6. Receives the original passport and implement the approved visa if. Application is approved 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
7. Receive the passport with implemented approved visa	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>



366.24. TOTAL	Refer to table below	2 hours	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila
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CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



Extension of Temporary Resident Visa (TRV) for Two (2) Years of a Foreign National Married to a Filipino Citizen Under Law Instruction No.

Office or Division:	Bacolod Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Law Instruction No. 33 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission) 	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Applicant</p> <p>Applicant and/or Petitioner</p>

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<p>3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original) 375.1.5.</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>i. NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>ii. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent) iii.</p>	<p>National Bureau of Investigation</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>2. Dependent's passport Including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent) iv.</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p style="text-align: center;">375.1.6.</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p>
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<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>NOTE: Order of conversion/latest extension or valid ACR ICard with the name of petitioner and his/her valid identification (ID) card (1 photocopy for each dependent) may facilitate the processing of this application.</p> <p>B. PROCEDURAL (N/A) II. ACR I-CARD APPLICATION (DOCUMENTARY) (Refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public	None	5 - 10 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge Bacolod Immigration Field Office</i></p>
2. Submit the duly accomplished application form/original passport and all corresponding supporting documents other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Staff-in-charge for evaluation (Required to submit 4 sets; 1-set-for Legal Division, BIManila (all original copies); 1- set for ARD; 1-set for the office file; and 1-set for the applicant/petitioner)	<p>2.1. Receive the application and all supporting documents</p> <p>Note: No pre-evaluation shall be conducted on any visa application by any BI personnel upon the filing or submission thereof and shall be assessed, paid and received by the concerned BI office or personnel on a “as-is, where-is” basis.</p>	None	25 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge/ Assessor Window 1</i></p>



	<p>2.2 Check the derogatory records</p> <p>Note:</p> <p>2.2.1 In the event that the applicant has a derogatory record, the Assessor shall not make any assessment and return the visa application to the petitioner, applicant or LO with the advice that such derogatory record be first settled and cleared with the concerned office/s.</p> <p>2.2.2 The OPS shall be settled and in full not later than the next business day from its date of issuance, otherwise, the same shall be deemed expired and new OPS shall be required by the Cashier/Collecting Officer prior to acceptance of payments.</p>			
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	<p>2.3 Issue the Order of Payment Slip (OPS)</p> <p>2.4 Returns the passport and ACR I-Card application to applicant</p>			
<p>3. Presents the original passport together with the Order of Payment Slip (OPS)</p> <p>3.2. Submits the Order of Payment Slip (OPS)</p> <p>3.3.Pays the required fees</p> <p>3.4. Secure official receipt</p>	<p>3.1. Receives the passport and Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Receives the Order of Payment Slip (OPS)</p> <p>3.3.Accept the payment based on the OPS</p> <p>3.4. Issues the Official Receipt</p>	Refer to table below	10 minutes	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Cashier Window 1</i></p>
<p>4. Applicant and petitioner to attend the hearing with the AACO</p>	<p>4. Conduct hearing with the applicant and the petitioner</p>	None	1 hour	<p><i>Mita Chuvy A. Arguelles AACO</i></p>

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<p>5 . Applicant to appear for photo capturing/biometric procedure (Only for four [4] years old and above)</p>	<p>5. Captures the applicant's biometric information/photo capturing (photograph and fingerprint)</p> <p>5.1 Provide 1 set of all documents submitted by the applicant/petitioner</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i></p>
	<p>6. Review and evaluate the visa application, including the completeness and authenticity of the documentary requirements submitted, pursuant to existing laws, procedures, rules and regulations.</p> <p>6.1 Signs the Checklist of requirements</p> <p>Note: BI-Bacolod strictly observed the Completeness Rule of the Bureau Applications. Visa applications with incomplete and/or counterfeit documentary requirements, the ACO shall</p>	<p>None</p>	<p>25-30 minutes</p>	<p><i>Mita Chuvy A. Arguelles AAO</i></p>

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	prepare the draft of Order recommending to the BOC the approval or disapproval of such application.			
	6. Preparation of the Order	None	15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez Staff-in-charge</i>
	7. Review/signing of the Order and transmittal letters addressed to the <i>Acting Chief</i> Visa Task Force (VTF)/Chief, ARD	None	10 minutes	<i>Mita Chuvy A. Arguelles AACO</i>
	8. Preparation of the application and supporting documents to be sent thru mail to the Acting Chief, Visa Task Force (VTF)/Chief, ARD thru the Acting Chief, Fingerprint Section	None	10 minutes	<i>Maria Lolita May L. Apuhin Staff-in-charge</i>
	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD Hearing Officer VTF, LD Fourth Floor, BI Main Office Building</i>

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	visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.			(VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
	11. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
	12. Approval / Disapproval of the Commissioner	None		<i>Commissioner</i>

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	13. Transmit thru mail the Approved/Disapproved Order to Bacolod Immigration Field Office by Legal Division for implementation	None	1-3 days	<i>Staff-in-charge</i> Legal Division- Manila
	14. Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i> Bacolod Immigration Field Office
6. Submits the original passport for implementation of the approved visa 6.1. Secures a certified true copy of Order	6. Receives the original passport And implement the approved visa if the application is approved. 6.1. Releases the passport and certified true copy of Order	None	10-15 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> <i>Staff-in-charge</i>
7. Receive the passport with implemented approved visa	7. Required the applicant to sign the logbook regarding receipt of approved visa	None	5 minutes	<i>Maria Lolita May L. Apuhin/ Jennifer R. Sanchez</i> <i>Staff-in-charge</i>
375.30. TOTAL		Refer to table below	2 hours	NOTE: All applications acted within 3 working

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			<p>days upon receipt/ Implementation of the approved application will be made upon receipt of the order of approval from BI-Manila</p>
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EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) YEARS OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEEs TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



BOHOL IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



1. Tourist ACR I-CARD Issuance, Reissuance and Renewal

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction	
Type of transaction:	Government to Citizen (G2C)	
Who may avail:	1. ACR I Card (Temporary) Temporary visitors who are applying for the second extension and temporary visitors whose ACR I Card has expired should apply for re issuance	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Window 2 BI employee
2. Photocopy of passport bio-page, visa latest admission (1 Copy each)		Applicant
3. Issue an official receipt of payment for the applicable fees.		Cashier

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For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	Notary Public
B. Police Report on Loss of ACR I-Card	PNP



2. Alien Registration Program (ARP)

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction	
Type of transaction:	Government to Citizen (G2C)	
Who may avail:	Foreigners applying to visa extension	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly Accomplished form, passport		Window 1

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to window	Encode details in the ARP System	None	5 minutes	Staff-in-charge
TOTAL		NONE	5 Minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction	
Type of transaction:	Government to Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-CARD		Applicant
2. Original Passport		Applicant
Note: For dispute purposes, applicant may present Official Receipts of previous annual report payments		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window	1. Assess the fees	None	5 minutes	Assessor
2. Submit payment to cashier	2. Issue an Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier
TOTAL		Php 310 (if no violation of Sec. 10)	15 Minutes	



4. Boarding Formalities

Foreign nationals seeking admission in the Philippines shall undergo Immigration arrival inspection consistent with Immigration laws, rules and regulation.

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction	
Type of transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign cargo boats/cruise ship	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/travel document		Boarding Officer



5. Extension of Authorized Stay of Temporary Visitors

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction	
Type of transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant

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Additional requirements per visa category: 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	Applicant
2. BI Accreditation ID of the Travel Agent (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 minutes	Staff-in-charge
	2. Draft an Order	None	None	Staff-in-charge
	2.4 Review and sign Order for endorsement to the C, IRD	None	1 hour	ACO
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		Staff-in-Charge
	2.6 Review and sign the Order.	None	2 working days	Chief IRD

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	2.7 Transmit the Order to Office of the Commissioner.	None	5 minutes	Staff-in-Charge
	2.8 Approval / Disapproval of the Commissioner		3 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation		5 minutes	Staff-in-Charge OCOM
	2.10 Notify the applicant via email or contact number provided.		5 minutes	Staff-in-charge
	3. Assess the fees.	None	10 minutes	Assessors
4. Pay to cashier			10 minutes	
TOTAL		Refer to the table of fees below		

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Office or Division:	Bohol Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		Window 3/ BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		Applicant



<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or 2. 2. Photocopy of BI Accreditation ID of the Travel Agent 	<p>Applicant</p>
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Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled- out application form, original passport and other supporting documents</p>	<p>1. Receive and review the application form for completeness and correct attachments</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff-in-charge</i></p>
	<p>2.1 Check the derogatory record Without derogatory hit Issue BI Clearance Certificate</p> <p>With derogatory hit</p>	<p>None</p>	<p>2 working days</p>	<p><i>Staff-in-charge</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors
	2.3 Draft the Order.	None		Staff-in-charge
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	ACO

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief,IRD</i>
	2.7 Transmit the Order to the Office of the Commissioner.	None		<i>Staff-in-charge TVS</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
	3. Issue the copy of approved order and instruct applicant to proceed to Window 1 for assessment of Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i>
4. Proceed to window 1	4.1 Issue the Order of Payment OPS for Immigration Arrears.	None	5 minutes	<i>Assessor</i>
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	None	10 minutes	<i>Cashier</i>
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessors</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	None	10 minutes	<i>Cashier</i>
8. Submit the OR	8. Review the correctness of payment and	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
	8.3 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt. /	None	2 minutes	Staff-in-charge
TOTAL		Total fees depends on number of months overstayed	3 days 12 hours and 20 minutes	

Processing time is for single application, compounds for each deduplication, subject to existing ARTA policies

Schedule of Fees:
REGULAR LANE

APPLICATION TYPE	FEES (In PHP)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00

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APPLICATION TYPE	FEES (In PHP)
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00

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APPLICATION TYPE	FEES (In PHP)
iii. 16 years above	4,200.00
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (In PHP)
131375872. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
131376336. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
126438608. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	

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APPLICATION TYPE	FEES (In PHP)
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
131271040. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
131272016. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US\$50.00 for ACRI-Card; based on BSP Forex Rate)</i>	

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APPLICATION TYPE	FEES (In PHP)
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



6. Special Study Permit

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:	Bohol Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school

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Duly 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;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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	1. Petitioning school

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and/or primary or secondary level courses for applicants below 18 years of age;	
Photocopy of BI school accreditation ID of the registrar or school representative;	2. Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	3. National Bureau of Investigation
BI Clearance Certificate.	BI Bohol

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving staff
2. Submit the duly	2. Review the	None	1 to 2 days	Evaluation Officer

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accomplished application form and supporting documents	completeness of application details and enter applicant's details in the system.		(Express) 3 days (Regular)	Data entry staff
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,000 REGULAR: Php 3,740.00	10 minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementer



7. Special Work Permit

Office or Division:	Bohol Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly Accomplished Form		BI-Office Office/Website

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Photocopy of Passport Bio-page	Applicant
Photocopy Latest Visa Extension	Applicant
Photocopy of the SEC registration and By-laws articles of Incorporation of the Company	Petitioning Company
Company ITR	Petitioning Company
A certified true copy of the contract stating exact earnings	Petitioning Company
Letter request from the Petitioner Company	Petitioning Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Application	Receive the Application	None	2 minutes	Staff-In-Charge
	Review the Application	None	10-15 minutes	Staff-in-charge
	Assess the fees	None	5 minutes	Assessor
	Issue Official Receipt	See schedule of fees	10 minutes	Cashier

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BORACAY IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



**1. ACR I-Card Issuance, and
 Renewal For tourist only**

Office or Division:	Boracay Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	ACR I-Card Issuance/ Renewal (for tourist only)			
Who may avail:	Temporary visitors who stayed 59 days in the country			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BI Form no. TVS-CGAF-VE-2016		BI Website www.immigration.gov.ph/ / BI Boracay Field Office		
2. Original Passport		Applicant		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application Form	1. Encode the details of the applicant and submit to the System. 2. Advise the applicant to pick up the ACR-card	50 USD, (BSP Forex Rate) plus Express Fee 500.00 plus LRF 10.00	5 minutes per application	Assessor



	3. Icard Section to print the ACR-Icard and transmit to BI Kalibo Field Office	none	3 weeks	Staff-in-charge Icard section
	4. Notify the applicant to pick up the ACR-Card	none	2 minutes	Staff-in-charge
2. Presents the Official Receipts and Passport	5. Releases of ACR-Card	none	2 minutes	Staff-in-charge
	TOTAL		3 weeks and 12 minutes	

2. Alien Registration Program (ARP)

Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Alien Registration Program(ARP)

Who may avail:	For temporary visitors who stayed 59 days in the country
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Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Alien Registration Program(ARP)
Who may avail:	For temporary visitors who stayed 59 days in the country
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original passport	1. Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant must present original passport	1. Encode the applicant's details and submit to the system	None	10 minutes per application	Assessor
	2. Conduct photo capturing and electronic fingerprinting for the issuance of Special Security Registration Number (SSRN)	None	5 minutes per application	Assessor
	TOTAL	None	15 minutes	

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at In tramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.



Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper- Based
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Counter 1.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Assessor
2. Submit the OPS to the cashier/counter 4 for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier Counter 4



TOTAL:	P 310 (if no violation of Sec. 10)	15 minutes	
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4. Emigration Clearance Certificate (ECC)

4.1 Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	BI Website www.immigration.gov.ph/ / BI Boracay Field Office
2. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant
3. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant

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5. Certificate of Residence for Temporary Visitor - CRTV (1 photocopy)		Applicant		
6. ACR-ICARD (1 photocopy)		Applicant		
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Receiving/Releasing Staff Counter 1</i>
2. Secure the Order of Payment Slip (OPS).	2. The Receiving staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier Counter 4</i>
4. Submit the Official Receipt (OR)	4. Cashier receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing</i>
	4.1 Staff encodes and prints the ECC/CE for review of the Alien Control Officer.	None		<i>ECC Typist Alien Control Officer</i>

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	4.2 Final review and approval	None	1 day	<i>Alien Control Officer</i>
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Counter 1</i>
	TOTAL:		3 days, 38 minutes	

4.2 Issuance of Emigration Clearance Certificate (ECC) Series B (SRC/RP)

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)

Who may Avail:	1. All immigrants (13 series and TRV) and non-immigrant (9G) visa holder.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Passport		Applicant		
2. Original ACR-ICARD		Applicant		
3. Flight Ticket		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the documentary requirements.	1. Evaluate the submitted documents and application.	None	3 minutes	<i>Receiving/Releasing Staff Counter 1</i>
2. Secure the Order of Payment Slip (OPS).	2. The Receiving staff Counter 1 transmits the RP/SRC application for derogatory checking and issuance of OPS.	None	10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Cashier Counter 4</i>
4. Submit the Official Receipt (OR)	3.1 Cashier receives the OR.	None	5 minutes	<i>Cashier Counter 4</i>
	3.2 Final review and approval	None	3 minutes	<i>Alien Control Officer</i>
	3.3 Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Counter 1</i>
	TOTAL:		28 minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

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Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



5. Extension of Authorized Stay of Temporary Visitors

5.1 Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Boracay Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)

Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Website www.immigration.gov.ph/ / BI Boracay Field Office
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements per visa category:</i>	Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	
2. BI Accreditation ID of the Travel Agent (1 photocopy)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving/Releasing Staff</i> Counter 1
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	<i>Staff-in-charge</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the Chief, IRD	None		<i>Alien Control Officer</i>



	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None	1 hour	<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	3 to 4 weeks	<i>Chief IRD</i>
	2.7 Transmit the Order to the Office of the Commissioner.	None	1 week	<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 to 4 weeks	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to IRD for implementation	None	1 week	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
2. Secure the Order of Payment Slip (OPS).	3. Assess the fees.	None	10 minutes	<i>Assessors</i>

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	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Staff-in-charge
3. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier Window 4
4. Receive the passport, Approved Order and Official Receipt	6. Release the passport, Approved Order and Official Receipt	None	2 minutes	Receiving/Releasing Staff Counter 1
TOTAL:		Total fees depends on number of months overstayed	75 days 12 hours and 10 minutes or 2-3 Months	

5.2 Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Boracay Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

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List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Website www.immigration.gov.ph/ / BI Boracay Field Office
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Receiving/Releasing Staff Counter 1

2.	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	<i>Staff-in-charge</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the Chief, IRD	None	1 hour	<i>Alien Control Officer</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>



	2.6 Review and sign the Order.	None	3 to 4 weeks	Chief IRD
	2.7 Transmit the Order to Office of the Commissioner.	None	1 week	Staff-in-charge IRD
	2.8 Approval / Disapproval of the Commissioner	None	3 to 4 weeks	Commissioner
	2.9 Transmit the Approved/Disapproved Order to IRD for implementation	None	1 week	Staff-in-charge OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge
2. Secure the Order of Payment Slip (OPS).	3. Assess the fees.	None	10 minutes	Assessors Window 2
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Staff-in-charge

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3. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cas hier Wind ow 4
4. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	Assessors Window 2
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	Staff-in-charge
5. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	Cas hier Wind ow 4
6. Receive the passport, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	Receiving/Relea sing Staff Counter 1

TOTAL	Total fees depends on number of months overstayed	75 days 1 hours and 58 minutes or 2-3 Months
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE



APPLICATION TYPE	FEES (in PHP)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00

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5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	

a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00



ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



6. Special Study Permit

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:	Boracay Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI Website www.immigration.gov.ph/ /BI Boracay Field Office
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant

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 applicants below 18 years of age;		1. Petitioning school		
Photocopy of BI school accreditation ID of the registrar or school representative;		2. Petitioning school		
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		3. National Bureau of Investigation		
BI Clearance Certificate.		BI Boracay Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving/Releasing Staff</i> Counter 1
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Assessor</i> Data entry staff/ officer Counter 2
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Counter 2



3. Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	10 minutes	Cashier Counter 4
4. Submit the claim stub	5. Release of passport, and copy of permit to applicant.		5 minutes	Receiving/Releasing Staff Counter 1
TOTAL	Express	Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	7 days	



7. Special Work Permit (SWP)

The Special Work Permit (SWP) is issued to a foreign national who intend to work, engage in specific activities, or render services outside of an employment arrangement.

Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)



Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 1. At least 25 years old at the time of the filling of the application. 2. Possessed Educational Attainment. 3. At least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business; and 4. Intend to work, engage in specific activities, or render services outside of an employment arrangement such as: <ol style="list-style-type: none"> a. Professional athletes, coaches, trainers and assistants; b. International performers with exceptional abilities. c. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; d. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; e. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; f. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; g. Foreign journalists practicing their profession or covering a specific event in the country; h. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; i. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); j. Religious missionaries and preachers; <ol style="list-style-type: none"> 1. Commercial models and talents; 2. Culinary specialists/Chefs; 3. Professionals; and 4. Consultants or specialists.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company

BUREAU OF IMMIGRATIONCITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)

Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph/ /BI Boracay Field Office
Photocopy of Passport Bio-page and latest admission with valid authorized stay.	Applicant
For Corporations or Partnerships, photocopies of the following: <ol style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of Registration; b. Articles of Incorporation; c. General Information Sheet (GIS) for the current year stamped received by the SEC; and d. Valid MAyor's Permit 	Company
For Single Proprietorships, photocopies of the following: <ol style="list-style-type: none"> a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business NAME; and b. MAyor's Permit; 	Company/Applicant
Contract of Service, 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;	Company/Applicant

BUREAU OF IMMIGRATIONCITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)

Board Resolution, if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and the latest GIS;	Company/Applicant
Photocopy of petitioner's latest Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.	Company/Applicant
A sworn declaration of the petitioning company operating in the Philippines:	Company/Applicant
Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;	Applicant
Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's- initial or final SWP and all documents submitted are genuine;	Company
Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and	Applicant

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For Consultant or Specialist Position: Certified True Copy of Diploma of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and		Company/Applicant		
For Consultant or Specialist Position: Certificate of Training, Course Completion or Resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.		Company/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirement application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving/Releasing Staff Counter 1</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 5 days (Regular)	<i>Assessor Data entry staff/ officer Counter 2</i>

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	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Counter 2
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 6,440.00 REGULAR: Php 5,440.00	10 minutes	Cashier Counter 4
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Receiving/Releasing Staff Counter 1
TOTAL	Express	Php 6,440.00	2 days and 35 minutes	
	Regular	Php 5,440.00	5 days and 35 minutes	

8. Provisional Work Permit (PWP)

The Provisional Work Permit (WP) is issued to a foreign national who engages in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.

Office or Division:	Boracay Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)

BUREAU OF IMMIGRATION

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Who may avail:	All foreign nationals, who engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company	
Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph/ /BI Boracay Field Office	
Photocopy of Passport Bio-page and latest admission with valid authorized stay.	Applicant	
<p>For Corporations or Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Securities and Exchange Commission (SEC) Certificate of Registration; b. Articles of Incorporation; c. General Information Sheet (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit 	Company	
<p>For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit; 	Company/Applicant	

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<p>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;</p>	<p>Company/Applicant</p>
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<p>Photocopy of petitioner's latest Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing.</p>	<p>Company/Applicant</p>
<p>A sworn declaration of the petitioning company operating in the Philippines:</p>	<p>Company/Applicant</p>
<p>Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;</p>	<p>Applicant</p>
<p>Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and</p>	<p>Applicant</p>
<p>In case of Consultant or Specialist a justification that despite their best efforts, no Filipino is able and willing to provide such consultancy or specialized service.</p>	<p>Company/Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving/Releasing Staff</i> Counter 1
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	5 days	<i>Assesor</i> Data entry staff/ officer Counter 2
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Counter 2
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,040.00	10 minutes	Cashier Counter 4
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Receiving/Releasing Staff</i> Counter 1
TOTAL		Php 4,040.00	5 days 35 minutes	



CALBAYOG IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Calbayog Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	
1. Accomplished Tourist Visa Extension Form	BI Calbayog Field Office
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i>	
1. Special Power of Attorney (SPA); and	Applicant
2. One (1) valid Identification Card of the representative; as applicable	
3. Photocopy of BI Accreditation ID of the Travel Agent	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	2 Minutes	<i>Receiving & Releasing Counter</i>
	1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	5 Minutes	Assessor
	1.1 Verify the travel record (latest arrival details, admission status, etc.).	None		-do-
	1.2 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None		-do-



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane: Php 2,130 w/ valid visa	5 Minutes	Cashier
3. Submit the OR.	3. Approval of visa extension	None	5 minutes	Approving Officer
	3.1 Implementation of visa extension	None	2 minutes	-do-
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Receiving & Releasing Counter
TOTAL if processed under Express Lane		Php 3,130	21 minutes	
TOTAL if processed under Regular Lane		Php 2,130	3 days & 21 minutes	



2. Extension of Tourist Visa - after 59 days

Office or Division:	Calbayog Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants admitted under Sec. 9(a) and those who have been granted visa waiver.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	BI-Calbayog Field Office
2. Photocopy of passport bio-page, current visa implementation page and latest admission (1 Copy each)	Applicant
3. Passport and ACR-card.	Applicant
<i>Additional requirements per visa category: (for representative)</i> 1. Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; as applicable	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the CGAF and submit it to the receiving counter. 2. Present the OPS to the Cashier for payment. 3. Receive the approved Tourist Visa Extension	1. Receive and review of Application upon receipt of CGAF from the client.	None	2 minutes per application	<i>Receiving & Releasing Counter</i>
	1.1 transmittal of the reviewed CGAF to the Assessor.	None		-do-
	2. Assessment of fees	None	5 minutes per application	<i>Assessor</i>
	3. Receive payment and issuance of OR	Varies depending on the number of months applied for by the client.	5 minutes per application	<i>Cashier</i>
	.4. Visa Implementation and approval.		5 minutes per application	<i>Approving Officer</i>
	4.1 Visa Sticker Printing		2 minutes per application	-do-
	5. Release of the approved Tourist Visa Extension		None	2 minutes per applicant
TOTAL Express			21 minutes	
Regular			3 days & 21 minutes	



3. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	CalbayogImmigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	BI Calbayog Field Office / BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy) 	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving & Releasing Counter</i>
	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Receiving & Releasing Counter</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the claim stub	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	Assessor
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessor
	2.3 Draft and sign Order for endorsement to the C, IRD	None	1 hour	ACO
	2.4 Transmit the Order to the Immigration Regulation Division (IRD)	None		ACO
	2.5 Review and sign the Order.	None	5 working days	Chief IRD
	2.6 Transmit the Order to Office of the Commissioner.	None	5 minutes	Staff-in-charge IRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Approval / Disapproval of the Commissioner	None	5 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order for implementation	None	5 minutes	Staff-in-charge OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	10 minutes	Assessor
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Cashier
	5.1 Enter the approval in the BI system.	None	5 minutes	Approving Officer
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Receiving & Releasing Counter
TOTAL:		Total fees depends on number of	11 days 1 hour and 59 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<i>months overstayed</i>		



4. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying= more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Calbayog Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Calbayog Field Office / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent 	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving & Releasing Counter</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Receiving & Releasing Counter</i>
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Assessor</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessor
	2.4 Draft and sign Order for endorsement to the C, IRD	None	2 hours	ACO
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		ACO
	2.6 Review and sign the Order.	None	5 working days	Chief IRD
	2.7 Transmit the Order to Office of the Commissioner.	None		Staff-in-charge TVS
	2.8 Approval / Disapproval of the Commissioner	None	7 working days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to Subport for implementation	None	3 working days	Staff-in-charge OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	10 minutes	Assessor
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Approving Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1 Enter the approval in the BI system.	None	5 minutes	
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Receiving & Releasing Counter
TOTAL:	Total fees depends on number of months overstayed	17 days 2 hour and 49 minutes		

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00



APPLICATION TYPE	FEES (in Php)
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00



EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
85579728. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
63528192. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
45141632. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
85579648. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00



APPLICATION TYPE	FEES (in Php)
85578960. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



5. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuro s, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Calbayog Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Register online to generate individual reference number.	BI Calbayog Field Office
2. Valid Passport and valid ACR-ICard	Applicant
3. Photocopy of Passport Biopage,visa implementation stamp and latest arrival stamp	Applicant
4.Photocopy of the ACR-ICard(Front and Back side)	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the receiving and releasing section the Passport,ACR-ICard, & printed online registration generated reference number.	1. Receive and check the applicants requirement for annual report. 1.1 Transmittal of the reviewed client's requirements for Annual Report tot the Assessment section.	None	2 minutes	<i>Receiving & Releasing Counter</i>
	2. Process the capturing of applicant's biometric information (photograph) 2.1 Assessment of fees	None	3 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. 3. Receive payment and issuance of OR.	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended.	3 minutes	<i>Cashier</i>
4. Sign in the RAAR	4. Record the Aliens Annual reporting in the RAAR.	None	2 minutes	<i>Receiving & Releasing Counter</i>
TOTAL		P 310 (if no violation of Sec. 10)	10 minutes	



6. Emigration Clearance Certificate (ECC-A)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	CAlbayog Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant
4. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
7. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Receiving & Releasing Counter
2. Secure the Order of Payment Slip (OPS).	2. Transmit the ECC/CE application for derogatory checking and issuance of OPS.	None	10 minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	Cashier
4. Submit the Official Receipt (OR)	4. Receiving & Releasing counter receives the OR and issues claim stub.	None	1 to 2 Days	Receiving & Releasing Counter
	4.1 Draft ECC/CE for approval by ACO	None		Staff-in-Charge
	4.2 Final review and approval	None	1 day	ACO/Authorized signatory



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	Receiving/Releasing Counter
TOTAL:			3 days, 28 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



7. Vessel Boarding (Boarding Formalities)

Boarding Officer/s conduct boarding formalities on foreign registered vessels entering the country for a port call.

Office or Division:	Calbayog Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving Vessel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Valid seaman's book	Concerned issuing authority
3. Notice of Arrival	Shipping Agency
4. Visaed Crew List	Shipping Agency / Vessel
5. NIL List	Shipping Agency / Vessel
6. Ship's Particulars	Shipping Agency / Vessel
7. Voyage Memo	Shipping Agency / Vessel
Additional Requirement: 1. Letter of explanation from Master of Vessel if without Visaed Crew List	Shipping Agency / Vessel



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Shipping Agent to submit NOA and advance copy of Ship's Documents	1. Receive and review completeness of documents	None	10 minutes	<i>Receiving counter</i>
	2. Check derogatory records/active alerts of crew	None	1 day	<i>Boarding Officer</i>
2. Shipping Agent to arrange date and time of vessel boarding together with other Port Authorities	3. Boarding Officer conducts boarding formalities and inspection of all crew onboard.	None	45 minutes	<i>Boarding Officer</i>
	3.1 If no Visaed Crewlist is presented, require the Master to submit a letter of explanation.	None		
	3.2 Assess and collect Visa Crewlist Fee and Administrative Fine	Visa Fee: 100 / crew LRF: 10 / crew Admin Fine: 500 / crew Express Lane Fee: 500		
3. Receive Immigration Port Clearance	4. Issue Immigration Port Clearance to Vessel before departure after evaluating vessel's departure documents	None	15 minutes	<i>Boarding Officer</i>
TOTAL		None	1 day and 70 minutes	



8. Visa Crew List

All arriving foreign crew onboard vessels coming into the country shall be properly visaed.

Office or Division:	Calbayog Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen – (G2C)	
Who may avail:	All arriving foreign crew not possessing 9c visa	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document (Photocopy)		Concerned issuing authority
2. Letter of explanation and request for Visa Crewlist		Master of Vessel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1. Receive and assess pertinent documents.	None	3 minutes	<i>Receiving counter</i>
	2. Assess Visa Crewlist fee and issue OPS	None	5 minutes	<i>Assessor</i>
2. Pay corresponding fees and receive Official Receipt	3. Collect payment and issue Official Receipt	Visa Fee: 100 / crew LRF: 10 / crew Admin Fine: 500 / crew Express Lane Fee: 500	3 minutes	<i>Cashier</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	Fees dependent on number of crew	11 minutes	



9. 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:	Calbayog Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI Calbayog Field Office / BI Website www.immigration.gov.ph/



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate	BI Calbayog Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Receiving & Releasing Counter</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1 day (Express) 3 days (Regular)	Assessor
	2.1 Issue the Order of Payment Slip (OPS)	None	5 minutes	Assessor
Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	5 minutes	Cashier
4. Submit the claim stub	Release of passport, and copy of permit to applicant.		5 minutes	Approving Officer
TOTAL		Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	2 days 25 minutes	



10. Special Work Permit (SWP) - Commercial

Office or Division:	Calbayog Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	A foreign national who shall engage in gainful employment for three to six months

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Principal - Applicant:	
1. Letter-request addressed to the Commissioner from the Petitioning company;	Applicant & Petitioning company
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);	BI Calbayog Field Office / BI Website www.immigration.gov.ph/
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;	Applicant & Petitioning company
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;	Applicant & Petitioning company



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Submit the following documents for the particular positions (if applicable):</p> <p style="padding-left: 20px;">a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p style="padding-left: 40px;">a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p style="padding-left: 40px;">a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Applicant & Petitioning company</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and</p>	<p>Applicant & Petitioning company</p>
<p>7. BI Clearance Certificate</p>	<p>BI Calbayog Field Office</p>
<p>For Petitioner / Company:</p> <p>1. Submit the following: a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Registration; <ul style="list-style-type: none"> • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. b. For Partnerships, photocopies of the following: <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and • Articles of Partnership (AOP). c. For Single Proprietorships, photocopies of the following: <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name. 	Applicant & Petitioning company
2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;	Applicant & Petitioning company
3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.	Applicant & Petitioning company
4. Submit the following for the particular positions (if applicable): <ul style="list-style-type: none"> a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities. 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <ul style="list-style-type: none"> b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or b.5.) Other legitimate religious sects. <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <ul style="list-style-type: none"> c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity. 	<p>Applicant & Petitioning company</p>
<p>5. Mayor's Permit;</p>	<p>Applicant & Petitioning company</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and</p>	<p>Applicant & Petitioning company</p>
<p>7. A sworn declaration of the petitioning company operating in the Philippines:</p> <ul style="list-style-type: none"> a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services). 	<p>Applicant & Petitioning company</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the CGAF BI-Calbayog or from the official BI Website.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Receiving & Releasing Counter</i>
2. Submit the documents for pre-screening to the receiving & releasing counter or to the frontline officer or staff of other Immigration Offices able to process this transaction.	Review the completeness of submitted documents.	None	1 day	<i>Assessor</i>
3. Get the Order of Payment Slip (OPS).	Issue the Order of Payment Slip (OPS)	None	5 minutes	<i>Assessor</i>
4. Pay the required fees.	Issue the Official Receipt (OR) and claim stub.	No I-Card: Php 6,440.00 With I-Card: Php 6,440.00 + US\$50	5 minutes	<i>Cashier</i>
5. Submit a copy of the Official Receipt.	Prepare and sign SWP	None	5 minutes	<i>Approving Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Get the approved SWP	Release of passport, and copy of permit to applicant.	None	2 minutes	<i>Receiving & Releasing Counter</i>
TOTAL		NO I-CARD – Php 6,440.00 WITH I-CARD - Php 6,440.00 Additional Fee for ACR I-Card 1 Year - + US \$50	1 days 27 minutes	



**DUMAGUETE IMMIGRATION
FIELD OFFICE
EXTERNAL SERVICES**



1. Alien Registration Program (ARP)

Office or Division:	Dumaguete Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	Foreign nationals extending their stay in the Philippines beyond fifty-nine (59) Days
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Duly accomplished Alien Registration Program Form (BI Form 2014-08-019 Rev 0)	BI Website / Information Counter
Original Passport with photocopies of passport bio-page, latest admission and latest issued official receipt	Applicant
1-piece 2x2 colored photograph with white background and must be taken within the last three (3) months from the date of application	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly filled ARP Form and other documentary requirements	Evaluate the form if all required information is correctly filled out	None	5 Minutes	Staff-in-charge
Prepare for photo capturing/biometrics	Photo capturing/biometrics and encoding of the applicant's information	None	15 Minutes	Staff-in-charge
	Releasing of applicant's passport and certification with the Special Security Registration Number (SSRN)	None	5 Minutes	Staff-in-charge



2. Amendment of Admission for Sec. 9a, Immigrant and Non-Immigrant with wrong stamp of admission.
Documents are endorsed to the IRD, Manila subject for approval

Office or Division:	Dumaguete Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Any foreign Nationals with incorrect admission stamps on their passports.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Duly accomplished CGAF (BI FORM NO. IRD01.QF.006 REV. 03)	BI website or Information Counter
Valid Original Passport	Applicant
Valid Original ACR ICARD (for immigrant and non-immigrant)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out application form.	Provide the applicant application form	None	5 Minutes	Receiving staff/officer
Submit passport, ACR I-Card, and application form.	Review the completeness of application details in the form.		10 Minutes	Evaluation Officer
Provide copies of passport bio-page, latest entry stamp of wrong admission and ACR I-Card (front & back)	Make endorsement to IRD, BI Main office for the request of applicant for amendment of admission subject for approval		10 Minutes	Staff-in-Charge



Claim the passport	Wait for the approval from IRD, Manila to amend the stamp and will just notify the applicant.		Depends on when we receive approval from IRD, Manila to amend stamp.	Officer-in-Charge



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) Days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Dumaguete Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the checklist of requirements	Assess the fees and issue the Order of Payment Slip.	None	5 Minutes	Receiving staff/ Officer
Submit the OPS to the cashier for payment	Issuance of Official Receipt	Annual Report Fee: PHP 300	10 Minutes per applicant	<i>Cashier</i>



		<p>Legal Research Fee (LRF): PHP 10</p> <p>Note: Admin fine of 200/month but not exceeding of PHP 2,000 per year for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended</p>		
Claim OR	Release official receipt.	None	3 Minutes	<i>Staff-in-charge</i>
TOTAL:		P 310 (if no violation of Sec. 10)		



4. Extension of Authorized Stay for Temporary Visitors

Office or Division:	Dumaguete Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories	
	CATEGORY WITH AUTHORIZED STAY	EXTENSIONS ALLOWED
	A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a): 7 Days B. For holders of Portuguese - Macau passports: Tourist Visa under Section 9(A): 7 Days	1. Initial extension of 7 Days 2. Second extension of 38 Days via waiver 3. Monthly or every 2 months extension thereafter
	C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days D. For holders of Macau SAR passports; FSC 122-11; 14 Days	1. Initial extension of 7 Days 2. Second extension of 38 Days visa waiver 3. Monthly or every 2 months extension thereafter
	E. Executive Order No. 408 (EO 408); 30 Days	1. Initial extension of 29 Days visa waiver 2. Extendible 1 month, 2 months, 6 months (maximum)
	F. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 months
	G. 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
	H. For holders of Brazilian passports, Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 Days 2. Extendible monthly or every 2 months thereafter
	I. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A): 59 Days	Extendible monthly or every 2 months
	CHECKLIST OF REQUIREMENTS	
Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004, Rev 01)		BI Website www.immigration.gov.ph/ Information Counter



Valid Original Passport	Applicant
<i>Additional requirements:</i>	Applicant

Special Power of Attorney (SPA) with One (1) valid Government Identification Card of the Authorized representative; as applicable or BI Accreditation ID of the Travel Agent (1 photocopy)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the completely filled-out application form, original passport and other supporting documents	Receive and review the application form for completeness and correct attachments Check the derogatory records. Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessor



Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR). Approval of visa extension Implementation of visa extension Encoding of visa extension to BI AFO Database Final review and approval of visa extension	None	15 Minutes	Cashier
	Review the correctness of payment and visa validity printed on the receipt			
Receive the passport, BI Clearance Certificate, and Official Receipt	Release the passport, BI Clearance Certificate, and Official Receipt	None	5 Minutes	Staff-in-charge
TOTAL		<i>Total fees depend on visa category and number of months</i>		



4.1. Extension of Authorized Stay for Temporary Visitors *Motion for Reconsideration for Overstaying Aliens 6 Months/More than 12 Months/Maximum Allowable for Tourist Visa Extension*

Office or Division:	Dumaguete Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Temporary visitors who have been overstaying in the country for six (6) months/more than (12) months/maximum allowable period. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev 01)	BI Website www.immigration.gov.ph/ Information Counter	
Affidavit of Explanation for overstaying and annexes (if applicable)	Applicant	
Valid passport	Applicant	
<i>Additional requirements:</i>	Applicant	
<ul style="list-style-type: none"> ● Special Power of Attorney (SPA) with One (1) valid Government Identification Card of the Authorized representative; as applicable or ● BI Accreditation ID of the Travel Agent (1 photocopy) 		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	Receive and review the application form for completeness and correct attachments	None	10 Minutes	<i>Staff-in-charge</i>

2. Receive and Evaluate application	Review application and other supporting documents of the applicant.	None	10 Minutes	<i>Staff-in-charge</i>
	Check the derogatory records.	None	1 working Day	<i>Staff-in-charge</i>
	Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay			
	Make Indorsement and Order.			
	Send all documents to the Main Office for approval			
3. Approved and Implementation Order from the Commissioner	Assess the fees of the applicant	None	10 Minutes	Staff-in-charge
	Review the correctness of payment and visa validity printed on the receipt		5 Minutes	Staff-in-charge
	Release the passport, BI Clearance Certificate, Approved Order and official receipt		5 Minutes	Staff-in-charge



TOTAL:	<i>Total fees depend on number of months overstayed</i>	1 Day and 30 Minutes
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5. Issuance of Certificate of School Accreditation (Private)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same.

Office or Division:	Dumaguete Immigration Field Office	
Classification:	G2B – Government to Business	
Type of Transaction:	Simple	
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School	
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed and received by the SEC	SEC	
3. Latest valid Business Permit	LGU	
4. Latest valid Sanitary Permit	LGU	
5. Latest Fire Safety Inspection Certificate	LGU	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff/officer</i>
Submit the duly accomplished application	Review the completeness of application details and enter	None	1-2 Days (Express)	Evaluation Officer

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form and supporting documents	applicant's details in the system.		4-6 Days (Regular)	<i>Data entry staff/ officer</i>
	Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to10 Minutes	<i>Assessors</i>
Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 1,010.00 REGULAR: PHP 510.00	5 to10 Minutes	<i>Cashier</i>
Present the notice of payment	Issue Order of Payment Slip (OPS) for Accreditation fee.	None	5 to10 Minutes	<i>Assessors</i>
Present the OPS to the Cashier for payment.	Issue the OR and claim stub.	EXPRESS: PHP 1,010.00 REGULAR: PHP 510.00	5 to10 Minutes	<i>Cashier</i>
Present the Official Receipt / Claim Stub	Release the Accreditation Order duly signed by the Commissioner.	None	5 Minutes	<i>Implementors</i>
TOTAL	Express	PHP 1010.00	7 Days	
	Regular	PHP 510.00	1 month	



5.1. Issuance of Certificate of School Accreditation (Public)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same.

Office or Division:	Dumaguete Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School	
2. Certified True Copy of Charter for State Universities and Colleges;	Applicant School Records	
3. Latest valid Sanitary Permit	LGU	
4. Latest Fire Safety Inspection Certificate	LGU	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff/officer</i>
Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1-2 Days (Express) 4-6 Days (Regular)	<i>Evaluation Officer</i> <i>Data entry staff/ officer</i>
	Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 Minutes	<i>Assessors</i>

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Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR).	EXPRESS: PHP 1,010.00	5 to10 Minutes	Cashier
		REGULAR: PHP 510.00		
Present the notice of payment.	Issue the OPS for Accreditation fee.	None	5 to10 Minutes	Assessors
Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 1,010.00 REGULAR: PHP 510.00	5-10 Minutes	Cashier
Present the OR / Claim Stub	Release the Accreditation Order duly signed by the Commissioner.	None	5 Minutes	Implementors
TOTAL	Express	PHP 1010.00	7 Days	
	Regular	PHP 510.00	1 month	



6. Petition for Retention/Re-Acquisition of Philippine Citizenship under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Dumaguete Immigration Field Office	
Classification:	Highly technical transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Natural born citizens of the Philippines who: <ul style="list-style-type: none"> i. were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and ii. those who become foreign citizens after the effectivity of RA 9225 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished application form (BI Form 2014-01-005 Rev 0);	BI website / Information counter	
Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date of application;	Applicant	
Original copy of proof as natural-born Philippine Citizen: PSA Philippine Birth Certificate;	Applicant	
Original and photocopy of valid foreign passport;	Applicant	
Photocopy of Certificate of Naturalization or other naturalization documents with English translation if written in other foreign language or an Affidavit stating how and when foreign citizenship was acquired;	Applicant	
Affidavit of One and the Same Person executed by the applicant's acknowledging all obligations, responsibilities, and liabilities under all names and an explanation on the discrepancies in case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign Passport, Certificate of Naturalization or Citizenship or any document proving foreign citizenship	Applicant	
TOTAL	PHP 3010	



7. School Representative ID

Office or Division:	Dumaguete Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Individuals appointed to be representative of an accredited school to be accredited by the BI.
CHECKLIST OF REQUIREMENTS	
Endorsement letter from the BI-accredited school;	BI-accredited School
Two (2) original copies of duly accomplished Accreditation ID Application form (BI FORM 2014-02-008 Rev 0);	BI website or Information Counter
Two (2) pieces of 2x2 colored photograph of the applicant with white background and must be taken within the last three (3) months from the date of application;	Applicant
Valid Police or NBI Clearance;	National Bureau of Investigation
Duly authenticated photocopy of school-issued ID;	BI-accredited School
Proof of employment in the school;	
Updated school report of foreign students;	
Photocopy of approved Order of BI-school accreditation; and	
Two (2) photocopies of official receipt for the accreditation ID application	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



8. Special Study Permit (SSP) *New Application/Extension*

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:	Dumaguete Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ul style="list-style-type: none"> 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 ESDA 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. <i>(New Application)</i> 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school	
Duly 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;	BI website or Information Counter	
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant	
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 applicants below 18 years of age;	Petitioning school	
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school	
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation	



BI Clearance Certificate.	Staff-in-charge
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	Receiving staff/officer
Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express) 3 Days (Regular)	<i>Evaluation Officer</i>
	Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessor
Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR).	EXPRESS: PHP 4,740.00 REGULAR: PHP 3,740.00 plus	10 Minutes	Cashier
	Release of passport, and copy of permit to applicant.		5 Minutes	Implementer
TOTAL	Express	PHP 4,740.00	3 Days	
	Regular	PHP 3,740.00	7 Days	



9. Special Working Permit (SWP) New Application/Extension

Foreign nationals who shall engage in gainful employment for three to six months

Office or Division:	Dumaguete Immigration Field Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign nationals who will be engaging in their specific professions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter-request addressed to the Commissioner from the Petitioning company;		Applicant/client & petitioning company	
Duly accomplished CGAF (BI Form CGAF-002-Rev 3);		BI website or Information Counter	
Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated;		Applicant	
Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;		Petitioning company	



<p>Submit following documents for the particular positions (if applicable)</p> <p>a. For Consultant or Special Position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p style="padding-left: 40px;">a.1. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p style="padding-left: 40px;">Certificate of Training, Course Completion or resume as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Applicant</p>
<p>Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901,1902,1904, AEP with TIN); and</p>	<p>Bureau of Internal Revenue</p>
<p>BI Clearance Certificate</p>	<p>Staff-in-charge</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	Receiving staff/officer
Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1 to 3 Days (Express) 4 to 5 Days (Regular)	<i>Evaluation Officer</i>
	Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessor
Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR).		10 Minutes	Cashier
	Release of passport, and copy of permit to applicant.	None	5 Minutes	Implementer
TOTAL	PHP 6440			



10. Visa Crew List Fee

Office or Division:	Dumaguete Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving vessels from foreign country.
CHECKLIST OF REQUIREMENTS	
Crewlist	Applicant
Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Agent provides crewlist and passport	Inspection of crew and passport	None	10-15 Minutes	Boarding Officer
	If no visaed crewlist, advice to pay	PHP1010 per crew, PHP500 for express	5 Minutes	Cashier
TOTAL		PHP 1,510		



KALIBO IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. ACR I-Card Issuance and Renewal for Tourist Only

Office or Division:	Kalibo Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Temporary visitors who stayed 59 days in the country	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form no. TVS-CGAF-VE-2016		BI Kalibo Field Office
2. Original Passport		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application Form	1. Encode the applicant's details to the System. 2. Advise the applicant to pick up the ACR I-Card	50 USD, (BSP Forex Rate) Plus Express Fee 500.00 plus LRF 10.00	5 minutes per application	Assessors
	3. I-Card Section to print the ACR I-Card and transmit to BI Kalibo Field Office	none	2- 3 weeks	Staff-in-charge I-Card section
	4. Notify the applicant to pick up the ACR-Card	none	2 minutes	Staff-in-charge



2. Present the Official Receipt (OR) and Passport	5. Releases of ACR-Card	none	2 minutes	Staff-in-charge
	TOTAL		3 weeks and 9 minutes	



2. Alien Registration Program

Office or Division:	Kalibo Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Alien Registration Program (ARP)			
Who may avail:	For temporary visitors who stayed 59 days in the country			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original passport			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant must present original passport	1. Encode the applicant's details and submit to the system	None	10 minutes per application	<i>Assessors</i>
	2. Conduct photo capturing and electronic fingerprinting for the issuance of Special Security Registration Number (SSRN)	None	5 minutes per application	<i>Assessors</i>
	TOTAL	None	15 minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Kalibo Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the checklist of requirements	1. Assess the fees	None	5 minutes	Assessors
	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year. Every calendar year pursuant to RA 562, Section 10, as amended	5 minutes per applicant	<i>Collecting Officer</i>
TOTAL:		P 310 (if no violation of Sec. 10)	10 minutes	



4. Emigration Clearance Certificate (ECC)

4.1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Kalibo Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC)	BI Kalibo Field Office
2. Original passport	Applicant
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant
4. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
7. Flight Ticket (1 photocopy)	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security	None	10 minutes	Assessors
	Registration Number (SSRN) if the client has not yet registered.			
	2. Check the derogatory records. Without derogatory hit: Issue BI Clearance Certificate	None	3 minutes	Assessors
	3. Encode the applicant's details to the system for the issuance of OPS	None	2 minutes	Assessors
2. Cashier for payment	4. Issue the Official Receipt (OR) and claim stub	500.00	3 minutes	Collecting Officer
	5. Final review and approval	None	2 days	Alien Control Officer
3. Presents the claim stub	6. Releases the approved ECC/CE	None	3 minutes	Receiving/Releasing Staff
	TOTAL:	500.00	2 days, 21 minutes	



4.2. Issuance of Emigration Clearance Certificate (ECC) Series B (SRC/RP)

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Kalibo Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	All immigrants (Sec13 series and TRV) and non-immigrant (9G) visa holder	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Passport		Applicant
2. Original ACR-ICARD		Applicant
3. Flight Ticket		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1. Evaluate the submitted documents and application.	None	3 minutes	<i>Receiving/Releasing Staff</i>
2. Secure the Order of Payment Slip (OPS).	2. The Receiving staff Counter 1 transmits the RP/SRC application for derogatory checking and issuance of OPS.	None	10 minutes	<i>Assessors</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	<i>Collecting Officer</i>
4. Submit the Official Receipt (OR)	4.1. Cashier receives the OR.	None	5 minutes	<i>Collecting Officer</i>
	4.2. Final review and approval	None	3 minutes	<i>Alien Control Officer</i>
	4.3. Releases the approved	None	3 minutes	<i>Receiving/Releasing</i>

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	ECC/CE			<i>Staff</i>
	TOTAL:		28 minutes	



5. Extension of Authorized Stay of Temporary Visitors

5.1. Extension of Authorized Stay of Temporary Visitors Overstaying for more than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Kalibo Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		BI Kalibo Field Office/ BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
<i>Additional requirements:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or		
2. Photocopy of BI Accreditation ID of the Travel Agent		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the completely filled-out application form, original passport and other	1. Receive and review the application form for completeness and correct	None	10 Minutes	<i>Staff-in-charge</i>



supporting documents	attachments			
	2. Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	2 minutes	Assessors
	3. Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	5 minutes	Assessors
	4. Draft the Order	None	30 minutes	Staff-in-charge
	5. Review and sign Order for endorsement to the C, IRD	None	25 minutes	Alien Control Officer
	6. Transmit the Order to the Immigration Regulation Division (IRD) via email for review	None	5 minutes	Staff-in-charge
	7. Review and sign the Order.	None	2-3 weeks	Chief IRD
	8. Transmit the Order to the Office of the Commissioner.	None	10 minutes	Staff-in-charge IRD
	9. Approval / Disapproval of the Commissioner	None	2-3 weeks	Commissioner

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	10. Transmit the Approved/Disapproved Order to BI Kalibo field Office for implementation	None	15 minutes	Staff-in-charge IRD
	11. Notify the applicant via email or contact number provided	None	5 minutes	Staff-in-charge
	12. Assess the fees and instruct the applicant to pay the corresponding fees	See schedule of Fees	5 minutes	Assessors
	13. Issue official receipt (OR)	See schedule of Fee	3 minutes	Assessors
	14. Review the correctness of payment and visa validity	See schedule of Fees	3 minutes	Collecting Officer
	printed on the receipt.			
	15. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL		Total fees depend on number of months overstayed		8 weeks and 2 hours



5.2. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Kalibo Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Kalibo Field Office / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		Applicant
<i>Additional requirements:</i>		Applicant
1. <i>Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or</i>		
2. <i>Photocopy of BI Accreditation ID of the Travel Agent</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	10 Minutes	<i>Staff-in-charge</i>
	2. Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate	None	2 minutes	<i>Assessor</i>
	3. Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	5 minutes	<i>Assessors</i>
	4. Draft the Order.	None	30 minutes	<i>Staff-in-charge</i>
	5. Review and sign Order for endorsement to the Chief, IRD	None	25 minutes	<i>Alien Control Officer</i>
	6. Transmit the Order to the Immigration Regulation Division (IRD) via email for review	None	5 minutes	<i>Staff-in-charge</i>
	7. Review and sign the Order.	None	2-3 weeks	<i>Chief IRD</i>
	8. Transmit the Order to Office of the Commissioner.	None	10 minutes	<i>Staff-in-charge IRD</i>
	9. Approval / Disapproval of the Commissioner	None	2- 3 weeks	<i>Commissioner</i>

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	10. Transmit the Approved/Disapproved Order to BI Kalibo Field Office for implementation	None	15 minutes	Staff-in-charge IRD
	11. Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge
	12. Issue the copy of approved order and instruct applicant for assessment of fees.	None	2 minutes	Staff-in-charge
	13. Assess the fees	None	5 minutes	Assessors
	14. Instruct the applicant to pay corresponding fees	See schedule of Fees	3 minutes	Assessors
	15. Issue order of payment slip (OPS)	None	2 minutes	Assessors
	16. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Collecting Officer
	17. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Collecting Officer
	18. Enter the approval in the BI system	None	1 minute	Assessors
	19. Implement the visa extension	None	2 minutes	Assessors
Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	20. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	Staff-in-charge



TOTAL:	<i>Total fees depend on number of months overstayed</i>	8 weeks, 2 hours and 14 minutes
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:
REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,330.00
i. Visa Waiver for foreign nationals admitted under EO 408	2,030.00
ii. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
A. Non-Visa Required Nationals:	
i. Minor	2,050.00
ii. 14-15 years of age	3,050.00
iii. 16 years above	3,300.00
B. Visa Required Nationals:	
i. Minor	2,050.00
ii. 14-15 years of age	3,050.00
iii. 16 years above	3,300.0

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2. Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
A. Non-Visa Required Nationals:	
i. Minor	2,550.00
ii. 14-15 years of age	3,550.00
iii. 16 years above	3,800.00
B. Visa Required:	
i. Minor	2,850.00
ii. 14-15 years of age	3,850.00
iii. 16 years above	4,100.00
3. Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
i. Minor	2,550.00
ii. 14-15 years of age	3,550.00
iii. 16 years above	4,800.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,330.00
2. Visa Waiver for foreign nationals admitted under EO 408	3,030.00



3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
A. Non-Visa Required Nationals:	
i. Minor	3,050.00
ii. 14-15 years of age	4,050.00
iii. 16 years above	4,300.00
B. Visa Required Nationals:	
i. Minor	3,050.00
ii. 14-15 years of age	4,050.00
iii. 16 years above	4,300.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
A. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,550.00
iii. 16 years above	4,800.00
B. Visa Required:	
i. Minor	4,350.00
ii. 14-15 years of age	5,350.00
iii. 16 years above	5,600.00
5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	3,550.00
ii. 14-15 years of age	4,550.00
iii. 16 years above	4,800.00



6. Special Study Permit

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:	Kalibo Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/Client & petitioning school
Duly 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;	BI Website www.immigration.gov.ph/ /BI Boracay Field Office
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school

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Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	BI Boracay Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving/Releasing Staff</i>
2. Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Assessor</i>
	Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors</i>



3. Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	10 minutes	Cashier
4. Submit the claim stub	Release of passport, and copy of permit to applicant.		5 minutes	<i>Receiving/Releasing Staff</i>
TOTAL	Express	<p>Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	3 days	
	Regular	<p>Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	7 days	



7. Special Work Permit (SWP)

The Special Work Permit (SWP) is issued to a foreign national who intend to work, engage in specific activities, or render services outside of an employment arrangement.

Office or Division:	Kalibo Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 1. At least 25 years old at the time of the filling of the application. 2. Possessed Educational Attainment. 3. At least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business; and 4. Intend to work, engage in specific activities, or render services outside of an employment arrangement such as: <ol style="list-style-type: none"> a. Professional athletes, coaches, trainers and assistants; b. International performers with exceptional abilities. c. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; d. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; e. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; f. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; g. Foreign journalists practicing their profession or covering a specific event in the country; h. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; i. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); j. Religious missionaries and preachers; k. Commercial models and talents;



	l. Culinary specialists/Chefs; m. Professionals; and n. Consultants or specialists.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company
Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph/ /BI Boracay Field Office
Photocopy of Passport Bio-page and latest admission with valid authorized stay.	Applicant
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 (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit	Company
For Single Proprietorships, photocopies of the following: a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit;	Company/Applicant
Contract of Service, 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;	Company/Applicant
Board Resolution, if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and the latest GIS;	Company/Applicant

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Photocopy of petitioner's latest Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.	Company/Applicant
A sworn declaration of the petitioning company operating in the Philippines:	Company/Applicant
Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;	Applicant
Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's- initial or final SWP and all documents submitted are genuine;	Company
Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and	Applicant
For Consultant or Specialist Position: Certified True Copy of Diploma of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and	Company/Applicant
For Consultant or Specialist Position: Certificate of Training, Course Completion or Resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.	Company/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
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				RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Assessor</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 5 days (Regular)	<i>Assessor</i>
	2.1. Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 6,440.00 REGULAR: Php 5,440.00	10 minutes	<i>Cashier</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Assessors</i>
TOTAL	Express	Php 6,440.00	2 days and 35 minutes	
	Regular	Php 5,440.00	5 days and 35 minutes	



8. Provisional Work Permit (PWP)

The Provisional Work Permit (WP) is issued to a foreign national who engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.

Office or Division:	Kalibo Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec 9(g) work visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter Request addressed to the Commissioner from the petitioning company		Applicant/client & petitioning company
Duly accomplished CGAF (BI Form CGAF-002-Rev 3).		BI Website www.immigration.gov.ph/ /BI Boracay Field Office
Photocopy of Passport Bio-page and latest admission with valid authorized stay.		Applicant
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 (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit		Company
For Single Proprietorships, photocopies of the following: a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit;		Company/Applicant

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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;	Company/Applicant
Photocopy of petitioner's latest Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence).	Company/Applicant
For newly created companies, submit a 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 copy of ITR with proof of filing.	
A sworn declaration of the petitioning company operating in the Philippines:	Company/Applicant
Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;	Applicant
Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and	Applicant
In case of Consultant or Specialist a justification that despite their best efforts, no Filipino is able and willing to provide such consultancy or specialized service.	Company/Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Assessors
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	5 days	Assessors
	2.1. Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,040.00	10 minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Receiving/Releasing Staff
TOTAL		Php 4,040.00	5 days 35 minutes	



CALAPAN IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



1. Tourist Visa Extension

Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Calapan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form		1. BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Passport of the applicant (original)		2. Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)		3. Applicant

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<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; as applicable 3. Photocopy of BI Accreditation ID of the Travel Agent 	<p>4. Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled-out application form, original passport and other supporting documents.</p>	<p>1. Review the completeness of application</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff-in-charge</i> Calapan Immigration Field Office</p>
<p>None</p>	<p>1.1 Check the derogatory record</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Assessor</i> Calapan Immigration Field Office</p>

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None	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 minutes	<i>Assessor</i> Calapan Immigration Field Office
None	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 minutes	<i>Assessor</i> Calapan Immigration Field Office
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: Php 3,030 w/ valid visa Php 4,040 w/ expired visa Regular Lane: Php 2,030 w/ valid visa	10 minutes	<i>Cashier</i> Calapan Immigration Field Office

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3. Process the tourist visa extension	3. FOR EXPRESS: Approval and implementation of visa extension	None	5 minutes	<i>Assessor</i>
	3.2 FOR REGULAR LANE - Issuance of receipt. Notify the applicant to return after two (2) working days, present the receipt to claim the passport.	None	2 minutes	<i>Cashier</i> Window 1
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Cashier</i> Window 1
TOTAL if processed under Express Lane		Php 3,030	57 minutes	
TOTAL if processed under Regular Lane		Php 2,030	working days	



2. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourists may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Calapan Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	B. For holders of Portuguese-Macau passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	Allowed to extend only for 7 days
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Extendible monthly or every 2 months



	G. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 months
	H. 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
	I. <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
	J. <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
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	1. BI Website www.immigration.gov.ph or Calapan Immigration Field Office
2. Passport of the applicant (original)	2. Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	3. Applicant
<i>Additional requirements per visa category:</i>	4. Applicant

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1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 minutes	<i>Staff-in-charge</i> Calapan Immigration Field Office



	<p>1.1 Check the derogatory record</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	None	15 minutes	<p><i>Assessor</i> Calapan Immigration Field Office</p>
None	<p>1.2 Verify the travel record (latest arrival details, admission status, etc.)</p>	None	15 minutes	<p><i>Assessor</i> Calapan Immigration Field Office</p>
	<p>1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon</p>	None	5 minutes	<p><i>Assessor</i> Calapan Immigration Field Office</p>
<p>2. Present the OPS to the Cashier for payment.</p>	<p>2. Issue the Official Receipt (OR).</p>	See list of fees	5 minutes	<p><i>Cashier</i> Calapan Immigration Field Office</p>

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3. Process the Tourist Visa Extension	3. Applicant submit the OR, Passport, Dero Clearance Certificate and application form	None	5 minutes	
	3.1 For Express - process APPROVAL and IMPLEMENTATION For Regular Lane - Notify the applicant to return after three (3) working days and release the OR duplicate to claim the passport	None		
	3.2 For Express - call out the applicant thru counter intercom and release the visa extension together with the OR, passport and Dero Certificate	None		
	3.3 Release the passport and OR with visa validity	None		
4. Present OR	4. Release Tourist ACR I-Card	None	1 minute	
TOTAL minutes if processed under Express Lane		Total fees depend on visa category	53 minutes	
TOTAL minutes if processed under Regular Lane			3 working days	



3. Emigration Clearance Certificate (ECC-A)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Calapan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1. Calapan Immigration Field Office Window 2
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2. Calapan Immigration Field Office Window 2

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3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	3. Applicant
4. Passport Bio-page, Latest arrival stamp (1 photocopy each)	4. Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	5. Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	6. Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Staff-in-charge</i> Calapan Immigration Field Office
2. Secure the Order of Payment Slip (OPS).	2. The assessor conducts derogatory checking and issuance of OPS.	None	10 minutes	<i>Assessor</i> Calapan Immigration Field Office

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3. Present the OPS to the Cashier for payment	3.1 Issue the Official Receipt (OR) then endorse to the staff-in-charge.	See Table	10 minutes	Cashier Calapan Immigration Field Office
	3.2 Staff-in-charge prepares the ECC/CE.		15 minutes	Staff-in-charge Calapan Immigration Field Office
	4. Releases the approved ECC/CE	None	3 minutes	Cashier Calapan Immigration Field Office
TOTAL:		None	48 minutes	

Note: Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), if all fees paid
Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Calapan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		1. Applicant
2. Original Passport		2. Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 2.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Assessor Calapan Immigration Field Office
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes	Cashier Calapan Immigration Field Office
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes per applicant	



5. Visa Crew list

Office or Division:	Calapan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	Arrived foreign vessels who failed to secure a 9C visa before arrival. Requests are filed through their authorized shipping agent or local manning agent.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vessel Crew list (Vessel that arrived from foreign port).		Authorized shipping agent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Vessel Crew list.	1. Checks and verifies Vessel Crew list details (number of foreign crew, name of shipping as payor, vessel voyage number) 1.1. Issuance of Order of Payment Slip (OPS)	None	5 minutes	Assessor Calapan Immigration Field Office

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2. Present the OPS to the Cashier for payment.	2. Issuance of Official Receipt (OR).	Administrative Fine - PHP 500 per foreign crew member Visa Fee - PHP 100 per foreign crew member Legal Research Fee (LRF) - PHP 10 per foreign crew member Express Lane Fee -PHP 500	5 minutes	<i>Cashier</i> Calapan Immigration Field Office
TOTAL		Php 610.00	10 minutes	



6. 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:	Calapan Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)

Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant/client & petitioning school

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2. Duly 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;	2. BI website or Staff-in-charge
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	3. Applicant
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 applicants below 18 years of age;	4. Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation
7. BI Clearance Certificate.	7. Calapan Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff-in-charge</i> Calapan Immigration Field Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	2 working days	<i>Assessor</i> Calapan Immigration Field Office
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessor</i> Calapan Immigration Field Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	FOR EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	<i>Cashier</i> Calapan Immigration Field Office

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		FOR REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate		
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 minutes	<i>Cashier</i> Calapan Immigration Field Office
TOTAL		FOR EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) FOR REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate	2 working days and 35 minutes	



CAUAYAN IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES

BUREAU OF IMMIGRATIONCITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)**1. Annual Report**

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the "Alien Registration Act of 1950," ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Window 1
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	5 minutes per applicant	<i>Cashier</i> <i>Window 2</i>
TOTAL		P 310 (if no violation of Sec. 10)	10 minutes	

2. Emigration Clearance Certificate (ECC)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

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Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		Window 1
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		Window 1
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		Window 1
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant

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5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Staff</i> Window 1
2. Secure the Order of Payment Slip (OPS).	2. The staff transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	10 minutes	<i>Assessor</i> Window 1
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> Window 2
4. Submit the Official Receipt (OR)	4. Staff receives the OR and issues claim stub.	None	10 minutes	<i>Receiving/Releasing Staff-</i> Window 3

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	4.1 For Fingerprint Verification, Office staff encodes and prints the ECC/CE for review of the ACO (Alien Control Officer).	None		<i>ECC Typist Staff</i>
	4.2 Final review and approval	None	10 minutes	Alien Control Officer (ACO)
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Window 3</i>
TOTAL:		Refer to the table of fees below	53 minutes	

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Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)

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Transaction for Adult with previous extensions or updates
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

3. Certificate of Exemption

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

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Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none">1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond2. All immigrants and non-immigrants with downgraded or expired visas.3. Native-born temporary visitors' initial departure.4. All aliens with approved Orders to Leave (OTL).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		Window 1
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		Window 1
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)		Window 1
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant

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5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant
6. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
If traveling with parent: a.) Photocopy of parent's passport bio page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
If travelling with legal guardian: a.) Photocopy of legal guardian's passport bio-page; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport bio-page of travelling companion	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Window 1</i>
2. Secure the Order of Payment Slip (OPS).	2. The office staff transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor Window 1</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier Window 2</i>
4. Submits the Official Receipt (OR).	4. Staff receives the OR and issues claim stub.	None	10 minutes	<i>Receiving/Releasing Window 3</i>
	4.1 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the Alien Control Officer (ACO).	None		<i>ECC Typist</i>
	4.2 Final review and approval.	None	20 minutes	<i>ACO</i>

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5. Present the claim stub.	5. Release the approved ECC/CE.	None	3 Minutes	<i>Receiving/Releasing Staff Window 3</i>
TOTAL		Refer to the table of fees below	68 minutes	

Transaction for Minor with previous extensions or updates
Certificate of Exemption (Php 200) + LRF (Php 10)
A-Cert Fee (Php 500) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Minor (14 years old below)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country

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Transaction for Minor with previous extensions or updates
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php 500)
A-Cert Fee (Php 500) + Certificate of Exemption (Php 200) + LRF (Php 20) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

4. Tourist Visa Extension

Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

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Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		Window 1 / BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form		
2. Passport of the applicant (original)		Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)		Applicant
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA); and		
2. One (1) valid Identification Card of the representative; as applicable		
2. Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessors Window 1
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	5 Minutes	Assessors Window 1
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	5 Minutes	Assessors Window 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	3 Minutes	<i>Assessors Window 1</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane: Php 2,130 w/ valid visa	5 Minutes	<i>Cashier Window 2</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Cashier</i> <i>Window 2</i>
	3.1 Implementation of visa extension	None	5 Minutes	<i>Cashier</i> <i>Window 2</i>
	3.2 Notify the applicant thru counter on the approval of visa extension. For regular lane-processed applications, client is notified thru text.	None	2 minutes	<i>Staff-in-charge</i> <i>Window 3</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Staff-in-charge</i> <i>Window 3</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Staff-in-charge</i> <i>Window 3</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL if processed under Express Lane		Php 3,130	39 minutes	
TOTAL if processed under Regular Lane		Php 2,130	3 working days	



5. Extension of Tourist Visa-Visa Waiver (E-Services / Visa Waiver Through Online System)

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request through an online system for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408 with less than 59 days initial stay.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original passport of the applicant		Client
2. Registered E-services Account		https://e-services.immigration.gov.ph/



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph and fill out all mandatory information in the Visa Waiver E Form and submit the same for processing	1. Validate the information provided by the client <i>Note: Information provided by the client should be the exact matched of records reflected in the BI CQSS; otherwise, the application will not proceed.</i>	None	1 minute	System automated
2. Click “Pay Now” and proceed to online payment	2. Generate payment summary	Php 3,030 with valid stay Php 4,030.00 with expired stay <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i>	1 Minute	System Automated
3. Retrieve system-generated Official Receipt with visa waiver validity thru the registered email	3. Check derogatory record	None	1 Minute	System Automated



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 <i>Without derogatory hit</i> Send system-generated Official Receipt with visa waiver validity thru the registered email	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Window 1
	3.2 (a) <i>With derogatory hit but eligible to apply</i> Review Derogatory Record and Approve application	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Window 1
	3.2 (b) <i>With derogatory hit for compliance</i> Click " <i>For compliance</i> " and advise applicant thru an advisory email to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Window 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.2 (b) <i>With derogatory hit for compliance</i></p> <p>Click "<i>For compliance</i>" and advise applicant thru an advisory email to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	Within 5 Minutes upon retrieval of derogatory record	<i>Staff-in-charge</i> Window 1
	Input NTSP Clearance Control Number in the system.	None	Within 5 Minutes upon issuance of NTSP Certificate	<i>Staff-in-charge</i> Window 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL if processed without clearance requirement		Php 3,030 with valid stay Php 4,030.00 with expired stay	3 minutes	
TOTAL if processed with clearance requirement		(Exclusive of online payment aggregator and bank/e-wallet charges)	8 minutes	

6. School Accreditation

Issuance of Certificate of School Accreditation (Private)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

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Office or Division:	Cauayan Immigration Field Office	
Classification:	G2B – Government to Business	
Type of Transaction:	Simple	
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		1. Applicant School
2. Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet showing the newly amended address filed and received by the SEC		2.SEC
3. Latest valid Business Permit		3.LGU
4. Latest valid Sanitary Permit		LGU
5. Latest Fire Safety Inspection Certificate		LGU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Staff-in-Charge Window 1</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	Evaluation Officer Window 1,
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Assessors Window 1</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to10 minutes	<i>Cashier</i> Window 2
4. Present the notice of payment	4. Issue Order of Payment Slip (OPS) for Accreditation fee.	None	5 to10 minutes	<i>Assessors</i> Window 1,
5. Present the OPS to the Cashier for payment.	5. Issue the OR and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to10 minutes	<i>Cashier</i> Window 2
6. Present the Official Receipt / Claim Stub	6. Notify the applicant about the Release of the Accreditation Order duly signed by the Commissioner.	None	5 minutes	<i>Releasing</i> Window 3,
TOTAL	Express	Php 1010.00	7 days	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Regular	Php 510.00	1 month	



7. Issuance of Certificate of School Accreditation (Public)

Certification of the existence of Authority to Accept Foreign Students Order for a school/ institution that has lost their copy of the same

Office or Division:	Cauayan Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Schools, Colleges, Universities, Medical Institutions, Flying Schools which are already accredited by the Bureau of Immigration to admit foreign students.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request for issuance of School Accreditation Certificate, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		Applicant School
2. Certified True Copy of Charter for State Universities and Colleges;		Applicant School Records
3. Latest valid Sanitary Permit		LGU
4. Latest Fire Safety Inspection Certificate		LGU



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Window 1
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-2 days (Express) 4-6 days (Regular)	<i>Evaluation Officer</i> <i>Data entry staff/ officer</i> Window 1,
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Assessors</i> Window 1

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5 to10 minutes	Cashier Window 2,
4. Present the notice of payment.	4. Issue the OPS for Accreditation fee.	None	5 to10 minutes	Assessors Window 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 1,010.00 REGULAR: Php 510.00	5-10 minutes	Cashier Window 2
6. Present the OR / Claim Stub	6. Notify the applicant Release of the Accreditation Order duly signed by the Commissioner.	None	5 minutes	Implementors Window 3
TOTAL	Express	Php 1010.00	7 days	
	Regular	Php 510.00	1 month	

8. 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.

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Office or Division:	Cauayan Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 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 ESDA courses; <p>or</p> <ol style="list-style-type: none"> 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

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Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Window 1
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Window 1
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Window 1,

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	10 minutes	Cashier Window 2

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementer Window 3
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Regular	PHP 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	

9. RA 9225

Petition for Retention/ Re-Acquisition of Philippine Citizenship Under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

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Office or Division:	Cauayan Immigration Field Office	
Classification:	Highly technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Natural born citizens of the Philippines who: (i) were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and (ii) Those who become foreign citizens after the effectivity of RA 9225	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form (BI Form 2014-01-004 Rev 1) Bureau of Immigration's (BI) website and/or Dual Citizenship Office		
2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application		Applicant

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<p>170065024. Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer.</p> <p>If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following:</p> <p>a. Two (2) Original copies of Oath of Allegiance taken before any person duly authorized to administer oath; and</p> <p>b. Affidavit of Justification or Explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer.</p>	<p>Dual Citizenship Office</p> <p>Notary Public</p> <p>Notary Public</p>
<p>2.Original Copy of proof as natural-born Philippine Citizen: a. Philippine Birth Certificate;</p> <p>b. Cancelled Philippine Passport (to be placed in an envelope); c. Voter's Identification Card;</p> <p>d. Philippine Marriage Certificate indicating the Philippine Citizenship of the Petitioner); or</p> <p>e. Any other Philippine-issued official document proving natural born citizenship.</p>	<p>a. Philippine Statistics Authority</p> <p>b. Applicant</p> <p>c. COMELEC and/or Applicant</p> <p>d. Philippine Statistics Authority</p> <p>e. Issuing office and/or Applicant</p>
<p>3.Original and photocopy of valid foreign passport</p>	<p>Applicant</p>
<p>4.Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language or, an Affidavit stating how and when foreign citizenship was acquired.</p>	<p>Applicant</p> <p>Notary Public</p>

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<p>5. For BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss if (a) and/or (b) are lost.</p>	<p>a. Applicant b. Applicant Notary Public</p>
<p>4. In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign passport's machine-readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following: a. Affidavit of one and the same person executed by the applicant acknowledging all obligations, responsibilities and liabilities under all names and an explanation on the discrepancies; and b. Substantial proof on how the applicant acquired the varied name/s such as but not limited to: i.) Marriage Certificate; ii.) Annotation in the passport or Birth Certificate of varied name; iii.) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document; iv.) Annotation in the Certificate of Naturalization or Citizenship of the varied names; or v.) Philippine-issued official document indicating varied names.</p>	<p>a. Notary Public b(i). Philippine Statistics Authority b(ii). Philippine Statistics Authority and/or Applicant b(iii). Issuing office and/or Applicant b(iv). Issuing office and/or Applicant b(v). Issuing office and/or Applicant</p>

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FOR EACH DEPENDENT CHILD	
Duly accomplished Supplement for Dependent form (BI Form 2014- 01-006 Rev 1)	BI website and Dual Citizenship Office
2.Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	Applicant
4.Photocopy of Birth Certificate of Dependent Child	Philippine Statistics Authority and/or Client
5. Photocopy of valid foreign passport bio-page of Dependent Child	Applicant
6.For Dependent Child who are BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss, to be executed by the principal, if (a) and/or (b) are lost.	Applicant Applicant Notary Public
<i>*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.</i>	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements; b. Complete all the required documents.	1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	
2. Submit the application folder for pre-evaluation.	2. Assess the completeness of submitted documents and endorse the application for payment	None	If complete, within 10-12 minutes	
3. Present Foreign Passport and application folder	3. Assess and generate Order of Payment Slip (OPS).	None	10-12 minutes	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Regular: Principal Php 3,010.00 Dependent Php 1,760.00 Express: Principal Php 3,010.00 Dependent Php 1,760.00	10 minutes	
5. Submission of application folder with the Official receipts	5. Receive the application folder.	None	10 to 12 minutes	
6. Notify the applicant to bring OR and take the Oath of Allegiance.	6. Administer the Oath of Allegiance	None		
7. For releasing of certificate, the applicant has two options: a. Personally claim the	7. Release applicant's copy of Order granting Petition for Dual	None	15 to 20 minutes	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
certificate by presenting the Official Receipts, and valid ID; or b. Have a representative to claim the certificate by presenting Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	Citizenship, Oath of Allegiance, and Certificate of Re-acquisition or Retention of			
TOTAL		Regular: Principal Php 3,010.00 Dependent Php 1,760.00	20-40 working days	
		Express: Principal Php 3,010.00	Up to 20 working days	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Dependent PHP 1,760.00		



DAGUPAN IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Alien Registration Program

Office or Division:	Dagupan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals extending their stay in the Philippines beyond fifty-nine (59) days		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Alien Registration Program Form (BI Form 2014-08- 019 Rev 0)	<p align="center">Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i></p> <p align="center">BI Website www.immigration.gov.ph</p>		
2. Original Passport with photocopies of passport bio-page, latest admission and visa implementation page	Applicant		
3. 1-piece 2x2 colored photograph with white background and must be taken within the last three (3) months from the date of application (Computer generated or photocopied picture is not acceptable)	Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out BI Form 2014-98-019 Rev 0/ARP Form and other documentary requirements to Window 1	1. Check/evaluate the Form 2014-08-019 Rev 0/ARP Form if all required entries are properly/correctly filled out	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Prepare for photo capturing/biometrics	2. Photo capturing/biometrics and encoding of the applicant's information	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office

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3. Release ARP claim stub and passport	3. Releasing of applicant's passport and ARP claim stub with the Special Security Registration Number (SSRN)	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL			35 minutes (depending on the	
			network connectivity connected to the ARP System)	



2. Annual Report

According to Section 10 of Republic Act No. 562, as amended, or the "Alien Registration Act of 1950," ALL registered aliens are required to appear in person within the first sixty (60) days of each calendar year at the Bureau of Immigration (BI) Main Office in Intramuros, Manila, or at the closest participating office. When an alien is under the age of fourteen (14) years old, their parent or legal guardian is responsible for reporting on their behalf.

Office or Division:	Dagupan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements particularly valid passport and reference number generated thru annual report online registration to Counter 2	1. Assess the fees and issue the Order of Payment Slip. 1.1 Checking of data or status on I- Card Registration System	None	7 minutes	Registration Officer in Counter 2, Dagupan Immigration Field Office Assesor in Counter3, Dagupan Immigration Field Office



2. Present the OPS to	2. Issuance of Official Receipt	Annual Report	8 minutes per	Collecting Officer
the Collecting Officer, at Counter 4 for payment		<p>Fee: Ph p 300.00 Legal Research Fee (LRF): Php 10.00</p> <p>Note: Admin fine of 200.00/ month but not exceeding of Php 2,000.00 per year and MR fee amounting to Php 1,010.00 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	applicant	in Counter 4, Dagupan Immigration Field Office
TOTAL :		P 310 (if no violation of Sec. 10)	15 minutes	



3. 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 and Medicine program at a duly accredited learning institution.

** 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:	Dagupan Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	The 9f Student Visa Conversion is issued to a foreign national who has established that: <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;		Applicant/Client & Petitioning School



<p>2. Duly accomplished CGAF for Student Visa and Special Study Permit;</p>	<p align="center">Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i></p> <p align="center">BI Website www.immigration.gov.ph</p>
<p>3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;</p>	<p align="center">Applicant/Client & Bureau of Quarantine</p>
<p>4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;</p>	<p align="center">Petitioning School</p>
<p>5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;</p>	<p align="center">Petitioning School</p>
<p>6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;</p>	<p align="center">Commission on Higher Education (CHED)</p>
<p>7. CHED Endorsement for transfer and shifting of course, if applicable;</p>	<p align="center">Commission on Higher Education (CHED)</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 align="center">National Bureau of Investigation (NBI)</p>
<p>9. Photocopy of BI school accreditation ID of the registrar or school representative;</p>	<p align="center">Applicant</p>
<p>10. BI Clearance Certificate; and</p>	<p align="center">Registration Officer in Counter 2, Dagupan Immigration Field Office</p>
<p>11. Valid Passport</p>	<p align="center">Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1.1 Provide the applicant (school representative/ liaison officer) with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Submit the duly accomplished application form and supporting documents	2.1 Evaluate upon receipt of application with accomplished form and attached requirements	None	5 minutes per applicant	Registration Officer Counter 2, Dagupan Immigration Field Office
	2.2 Verification of Derogatory Check, Central Query Support System (CQSS)			
	2.3 Issue the Order of Payment Slip (OPS).	None	7 minutes	Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	8 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office



<p>4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.</p>	<p>4. Process the captured data such as photograph and fingerprint of the subject.</p> <p>4.1 Valid Passport of the subject will be collected</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>5. Filed Applications will be forwarded to Student Visa Section, Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City through courier (e.g.) LBC</p>	<p>None</p>	<p>1 day</p>	<p>Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City</p>
	<p>6. Waiting for the approval</p>	<p>None</p>	<p>4-5 weeks</p>	<p>Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City</p>
<p>5. Submit the claim stub</p>	<p>7. Implement the duly approved visa on subject's passport and release the passport with implemented visa</p> <p>7.1 Releasing of Collected passport of the subject to school representative</p>	<p>None</p>	<p>15 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>



	8. Forwarding of ACR I- Card Application to Student Visa Section, Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City through courier (e.g.) LBC	None	1 day	Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
	10. Releasing of ACR I- Card coordinated to school representative	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL :			30 days, 1 hour and 5 minutes	



3.1. Extension of Student Visa – Section 9(F)

Extension of 9(f) Student Visa extending the applicant's 9(f) Visa's period of validity. At least one (1) month before to the student visa's expiration, a request for an extension must be made at the Student Visa Department. Applications for extensions that are submitted after a 9(f) Student Visa's expiration date will incur fees.

** 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:	Dagupan Immigration Field Office		
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		Applicant/client & petitioning school	
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> BI Website www.immigration.gov.ph	
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;		Applicant (c/o school representative)	

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4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	Previous school
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;	Commission on Higher Education (CHED)
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	Petitioning school
8. BI Clearance Certificate;	Counter 2, Dagupan Immigration Field Office
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	Bureau of Quarantine
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).	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form.</p>	<p>1.1 Provide the applicant (school representative/ liaison officer) with checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
<p>2. Submit the duly accomplished application form and supporting documents</p>	<p>2.1 Evaluate upon receipt of application with accomplished form and attached requirements 2.2 Verification of Derogatory Check, Central Query Support System (CQSS)</p>	<p>None</p>	<p>5 minutes per applicant</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>2.3 Issue the Order of Payment Slip (OPS).</p>	<p>None</p>	<p>7 minutes</p>	<p>Assessor Counter 3, Dagupan Immigration Field Office</p>
<p>3. Present the OPS to the Collecting Officer at Counter 4, for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	<p>8 minutes</p>	<p>Collecting Officer Counter 4, Dagupan Immigration Field Office</p>



<p>4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.</p>	<p>4. Process the captured data such as photograph and fingerprint of the subject.</p> <p>4.1 Valid Passport of the subject will be collected</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>5. Filed Applications will be forwarded to Student Visa Section, Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City through courier (e.g.) LBC</p>	<p>None</p>	<p>1 day</p>	<p>Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City</p>
	<p>6. Waiting for the approval</p>	<p>None</p>	<p>4-5 weeks</p>	<p>Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City</p>
<p>5. Submit the claim stub</p>	<p>7. Implement the duly approved visa on subject's passport and release the passport with implemented visa</p> <p>7.1 Releasing of Collected passport of the subject to school representative</p>	<p>None</p>	<p>15 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>



	8. Forwarding of ACR I- Card Application to Student Visa Section, Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City through courier (e.g.) LBC	None	1 day	Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Student Visa Section Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
	10. Releasing of ACR I- Card coordinated to school representative	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL:			30 days, 1 hour and 5 minutes	

4. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)



Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Dagupan Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph



IMPORTANT NOTE 1: Authorized representatives are:

- The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

- Applicant
- Petitioner
- Department of Labor and Employment (DOLE)
- Professional Regulation Commission (PRC)

<p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees</p> <p>(1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<ul style="list-style-type: none">▪ Department of Justice (DOJ)▪ Securities and Exchange Commission (SEC)▪ City/municipality where the petitioner operates▪ Department of Trade and Industry (DTI)▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph)
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<p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with</p>	<ul style="list-style-type: none"> ▪ Applicant and/or Petitioner
<p>validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each d. Mayor's Permit for the current year <p>ii. Sole Proprietorship -</p> <ul style="list-style-type: none"> a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each) 	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph ▪ Dependent ▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities



<p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other siilar evidence) (1 photocopy)</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
<p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	



<p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiations with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for</p>	
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<p>each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. . Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce	None	20-30 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



	<p>2nd set- Alien Registration Division (ARD) 3rd set – File Copy</p>			
<p>2. Presents the original passport and duly evaluated visa application for assessment of fees</p>	<p>2. Receives the passport and duly evaluated visa application</p> <p>2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>2.2. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor Counter 3, Dagupan Immigration Field Office</p>



3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office
4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.	4. Process the captured data such as photograph and fingerprint of the subject.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



5. Submit the claim stub 5.1 Present the valid passport	8. Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	15 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD)	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
6. Presents the claim stub and valid passport 11.1 Claims the ACR I- Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	



CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)

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A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



4.1. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Dagupan Immigration Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)</p>		<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office (Receiving Officer, Dagupan Immigration Field Office) ▪ BI Website www.immigration.gov.ph



IMPORTANT NOTE 1: Authorized representatives are:

- .The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- .Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- .Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival

- Applicant
- Petitioner
- Department of Labor and Employment (DOLE)



<p>stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees</p>	<ul style="list-style-type: none"> ▪ Professional Regulation Commission (PRC)
<p>(1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a: i. Corporation/Partnership -</p>	<ul style="list-style-type: none"> ▪ Department of Justice (DOJ) ▪ Securities and Exchange Commission (SEC) ▪ City/municipality where the petitioner operates ▪ Department of Trade and Industry (DTI) ▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph) ▪ Applicant and/or Petitioner



<p>a. Certificate of Registration issued by the Securities and Exchange Commission</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each</p> <p>d. Mayor's Permit for the current year</p> <p>iii. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,</p> <p>b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph ▪ Dependent ▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities <ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
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Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact	
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<p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines,</p>	
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<p>or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce 2 nd set- Alien Registration Division (ARD) 3 rd set – File Copy	None	20-30 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Presents the original passport and duly evaluated visa application for assessment of fees	2. Receives the passport and duly evaluated visa application	None	5 minutes per application	
	2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)			Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Collecting Officer at Counter 4,	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office



for payment.				
4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.	4. Process the captured data such as photograph and fingerprint of the subject.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



5. Submit the claim stub 5.1 Present the valid passport	8. Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	15 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
6. Presents the claim stub and valid passport 11.1 Claims the ACR I- Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	

EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613



FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,560.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,100.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 20,640.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,060.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00

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B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,100.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 19,140.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



5. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Dagupan Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph



<p>(SEC), or the registered owner of a sole proprietorship as indicated in</p>	
<p>the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>i. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>ii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<ul style="list-style-type: none"> ▪ Applicant ▪ Petitioner ▪ Department of Labor and Employment (DOLE) ▪ Professional Regulation Commission (PRC) ▪ Department of Justice (DOJ)



<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of</p> <p>of</p>	<ul style="list-style-type: none">▪ Securities and Exchange Commission (SEC)
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Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)

4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt

5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)

6. If petitioner is a:

i. Corporation/Partnership -

- a. Certificate of Registration issued by the Securities and Exchange Commission
- b. Articles of Incorporation; and,
- c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each
- d. Mayor's Permit for the current year

- City/municipality where the petitioner operates
- Department of Trade and Industry (DTI)
- City/municipality where the petitioner operates

- Bureau of Internal Revenue (BIR)

- Petitioner (preferred format is downloadable from www.immigration.gov.ph)

- Applicant and/or Petitioner
- **Dagupan Immigration Field Office**
(Receiving Officer, Dagupan Immigration Field Office)
- **BI Website**
www.immigration.gov.ph

- Dependent
- Philippine Statistics Office (PSA) or appropriate Local



<p>iv. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Civil Registry</p> <ul style="list-style-type: none"> ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
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DEPENDENT/S

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)

2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)

3. Proof of filiation with the principal:

i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)

ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

IMPORTANT: (a) Previous Order of Approval with name as



<p>dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement 4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of required documents based on the checklist of requirements</p>	<p>1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records</p> <p>3 sets of requirements: 1st set – Visa Taskforce 2nd set- Alien Registration Division (ARD) 3rd set – File Copy</p>	<p>None</p>	<p>20-30 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>



<p>2. Presents the original passport and duly evaluated visa application for assessment of fees</p>	<p>2. Receives the passport and duly evaluated visa application</p> <p>2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>2.2. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor Counter 3, Dagupan Immigration Field Office</p>
<p>3. Present the OPS to the Collecting Officer at Counter 4, for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Collecting Officer Counter 4, Dagupan Immigration Field Office</p>
<p>4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.</p>	<p>4. Process the captured data such as photograph and fingerprint of the subject.</p>	<p>None</p>	<p>20 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC</p>	<p>None</p>	<p>1 day</p>	<p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>



	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
5. Submit the claim stub 5.1 Present the valid passport	8. Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	15 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD)
				Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



6. Presents the claim stub and valid passport 11.1 Claims the ACR I-Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



5.1. Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Dagupan Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF)</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office (Receiving Officer, Dagupan Immigration Field Office) ▪ BI Website www.immigration.gov.ph



with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as

- Applicant



identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

- Petitioner



<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<ul style="list-style-type: none">▪ Department of Labor and Employment (DOLE)▪ Professional Regulation Commission (PRC)▪ Department of Justice (DOJ) ▪ Securities and Exchange Commission (SEC)▪ City/municipality where the petitioner operates▪ Department of Trade and Industry (DTI)▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph)
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<p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <ol style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each d. Mayor's Permit for the current year <p>v. Sole Proprietorship -</p> <ol style="list-style-type: none"> a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each) <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1</p>	<ul style="list-style-type: none"> ▪ Applicant and/or Petitioner ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph ▪ Dependent ▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
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<p>original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the</p>	
<p>government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1</p>	



photocopy for each dependent for submission)

3. Proof of filiation with the principal:

i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)

ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement

4. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL

1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce	None	20-30 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	2 nd set- Alien Registration Division (ARD) 3 rd set – File Copy			
2. Presents the original passport and duly evaluated visa application for assessment of fees	2. Receives the passport and duly evaluated visa application 2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)	None	5 minutes per application	Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Collecting Officer at Counter 4,	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office



for payment.				
4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.	4. Process the captured data such as photograph and fingerprint of the subject.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division
				Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office

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5. Submit the claim stub 5.1 Present the valid passport	8. Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	15 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
6. Presents the claim stub and valid passport 11.1 Claims the ACR I-Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	

EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613



FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 7,980.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



6. Conversion to Section 13(A) Non-Quota Immigrant Visa

6.1. (Probationary for One Year)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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

Office or Division:	Dagupan Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen



Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	
		Suriname	Czech Republic
		Malaysia (Female)	Sweden
	Denmark	Malta**	
		Switzerland	
	Ecuador	Marshall Islands	Thailand
Egypt*	Mexico	Trinidad and Tobago	
El Salvador	Micronesia	Tunisia	



	Estonia Finland Fiji France Gabon Germany *Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	Monaco Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	Turkey United Kingdom Uruguay USA Venezuela
CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)		<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office (Receiving Officer, Dagupan Immigration Field Office) ▪ BI Website www.immigration.gov.ph 	



<p>IMPORTANT NOTE 1: Authorized representatives are:</p>	
<ul style="list-style-type: none">. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI). Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original). Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)	



<p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for</p>	<ul style="list-style-type: none">▪ Applicant ▪ Petitioner ▪ Department of Labor and Employment (DOLE)▪ Professional Regulation Commission (PRC) ▪ Department of Justice (DOJ)
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<p>submission)</p> <p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission</p> <p>b. Articles of Incorporation; and,</p>	<ul style="list-style-type: none"> ▪ Securities and Exchange Commission (SEC) ▪ City/municipality where the petitioner operates ▪ Department of Trade and Industry (DTI) ▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph) ▪ Applicant and/or Petitioner ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website
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<p>c. General Information Sheet (GIS) for the current year stamped</p>	<p>www.immigration.gov.ph</p>
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<p>received by SEC (1 photocopy each</p> <p>d. Mayor's Permit for the current year</p> <p>vi. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,</p> <p>b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card</p>	<ul style="list-style-type: none">▪ Dependent▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
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(1 photocopy) of attorney-in-fact)

DEPENDENT/S

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)
2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)
3. Proof of filiation with the principal:
 - i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)
 - ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)



<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each</p>	
<p>dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce 2 nd set- Alien Registration Division (ARD) 3 rd set – File Copy	None	20-30 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Presents the original passport and duly evaluated visa	2. Receives the passport and duly evaluated visa application	None	5 minutes per application	
application for assessment of fees	2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)			Assessor Counter 3, Dagupan Immigration Field Office



3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office
4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.	4. Process the captured data such as photograph and fingerprint of the subject.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



<p>5. Submit the claim stub 5.1 Present the valid passport</p>	<p>8. Implement the duly approved visa on subject's passport and release the passport with implemented visa</p>	<p>None</p>	<p>15 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC</p>	<p>None</p>	<p>1 day</p>	<p>Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building</p>
	<p>9. Waiting for the releasing of ACR I- Card</p>	<p>None</p>	<p>3-4 weeks</p>	<p>Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building</p>
	<p>10. Informing the applicant for the schedule of ACR I – Card Issuance</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
<p>6. Presents the claim stub and valid passport 11.1 Claims the ACR I- Card</p>	<p>11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>65 days, 1 hour and 45 minutes</p>	



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

6.2. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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:	Dagupan Immigration District Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<p>VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p>	<ul style="list-style-type: none">▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph
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IMPORTANT NOTE 1: Authorized representatives are:

- The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival

- Applicant
- Petitioner
- Department of Labor and Employment (DOLE)
- Professional Regulation Commission (PRC)



stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

- Department of Justice (DOJ)



<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission</p> <p>b. Articles of Incorporation; and,</p>	<ul style="list-style-type: none"> ▪ Securities and Exchange Commission (SEC) ▪ City/municipality where the petitioner operates ▪ Department of Trade and Industry (DTI) ▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph) ▪ Applicant and/or Petitioner ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website
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<p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>d. Mayor's Permit for the current year</p> <p>vii. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,</p> <p>b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison</p>	<p>www.immigration.gov.ph</p> <ul style="list-style-type: none"> ▪ Dependent ▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities <ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Data Capturing Officer, Dagupan Immigration Field Office)</i>
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<p>officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	
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<p>DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with</p>	
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<p>English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of required documents based on the checklist of requirements</p>	<p>1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records</p> <p>3 sets of requirements: 1st set – Visa Taskforce 2nd set- Alien Registration Division (ARD) 3rd set – File Copy</p>	<p>None</p>	<p>20-30 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
<p>2. Presents the original passport and duly evaluated visa application for assessment of fees</p>	<p>2. Receives the passport and duly evaluated visa application</p> <p>2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor Counter 3, Dagupan Immigration Field Office</p>



3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office
4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.	4. Process the captured data such as photograph and fingerprint of the subject.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	6. Waiting for the approval	None	4-5 weeks	Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
	7. Informing the applicant for the schedule of implementation	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office

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5. Submit the claim stub 5.1 Present the valid passport	8. Implement the duly approved visa on subject's passport and release the passport with implemented visa	None	15 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
6. Presents the claim stub and valid passport 11.1 Claims the ACR I-Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613



FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



7. Conversion to Section 13(G) Non-Quota Immigrant Visa

According to Section 13(g) of Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is given to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and (c) intends to return to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Dagupan Immigration District Office																																																			
Classification:	Highly Technical																																																			
Type of Transaction:	G2C – Government to Citizen																																																			
Who may avail:	<p>Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.</p> <p>Applicants must be nationals of the following countries:</p> <table> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> <tr> <td>Cuba</td> <td>Macau SAR</td> <td></td> </tr> </table>	Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain	Cuba	Macau SAR	
Algeria (Female)	Greece	Northern Mariana Island																																																		
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Belize	Iraq	Peru																																																		
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Botswana	Iceland	Saudi Arabia (Female)																																																		
Bosnia & Herzegovina	Israel	Senegal																																																		
Brazil	Italy	Serbia																																																		
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Cape Verde	Latvia	Slovak Republic																																																		
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Costa Rica	Lithuania	South Korea																																																		
Croatia	Luxembourg	Spain																																																		
Cuba	Macau SAR																																																			



	Denmark	Suriname Czech Republic Malaysia (Female) Malta** Switzerland	Sweden
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>		



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p>	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph

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<ul style="list-style-type: none">▪ The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)▪ Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)▪ Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the</p>	<ul style="list-style-type: none">▪ Applicant ▪ Petitioner ▪ Department of Labor and Employment (DOLE) ▪ Professional Regulation Commission (PRC)
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time of assessment of fees
(1 original passport for presentation and 1 photocopy each for submission)

- Department of Justice (DOJ)



<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>6. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped</p>	<ul style="list-style-type: none"> ▪ Securities and Exchange Commission (SEC) ▪ City/municipality where the petitioner operates ▪ Department of Trade and Industry (DTI) ▪ City/municipality where the petitioner operates ▪ Bureau of Internal Revenue (BIR) ▪ Petitioner (preferred format is downloadable from www.immigration.gov.ph) ▪ Applicant and/or Petitioner ▪ Dagupan Immigration Field Office <i>(Receiving Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph
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<p>received by SEC (1 photocopy each d. Mayor's Permit for the current year</p> <p>viii. Sole Proprietorship -</p> <p>a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each)</p> <p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card</p>	<ul style="list-style-type: none"> ▪ Dependent ▪ Philippine Statistics Office (PSA) or appropriate Local Civil Registry ▪ Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities ▪ Dagupan Immigration Field Office (<i>Data Capturing Officer, Dagupan Immigration Field Office</i>)
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(1 photocopy) of attorney-in-fact)

DEPENDENT/S

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)
2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)
3. Proof of filiation with the principal:
 - i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)
 - ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for



<p>each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of required documents based on the checklist of requirements</p>	<p>1. Interview to the applicant</p> <p>1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records</p> <p>3 sets of requirements:</p> <p>1st set – Visa Taskforce</p> <p>2nd set- Alien Registration Division (ARD)</p>	<p>None</p>	<p>20-30 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>



	3 rd set – File Copy			
2. Presents the original passport and duly evaluated visa application for assessment of fees	2. Receives the passport and duly evaluated visa application 2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment	None	5 minutes per application	Assessor Counter 3, Dagupan Immigration Field Office
	Slip (OPS)			
3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office



<p>4. Capturing of biometric information of the applicant on the scheduled date as stated in the issued Official Receipt.</p>	<p>4. Process the captured data such as photograph and fingerprint of the subject.</p>	<p>None</p>	<p>20 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
	<p>5. Filed Applications will be forwarded to Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building through courier (e.g.) LBC</p>	<p>None</p>	<p>1 day</p>	<p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
	<p>6. Waiting for the approval</p>	<p>None</p>	<p>4-5 weeks</p>	<p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
	<p>7. Informing the applicant for the schedule of implementation</p>	<p>None</p>	<p>5 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>
<p>5. Submit the claim stub 5.1 Present the valid passport</p>	<p>8. Implement the duly approved visa on subject's passport and release the passport with implemented visa</p>	<p>None</p>	<p>15 minutes</p>	<p>Registration Officer Counter 2, Dagupan Immigration Field Office</p>



	9. Forwarding of ACR I- Card Application to Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building through courier (e.g.) LBC	None	1 day	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	9. Waiting for the releasing of ACR I- Card	None	3-4 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	10. Informing the applicant for the schedule of ACR I – Card Issuance	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
6. Presents the claim stub and valid passport 11.1 Claims the ACR I- Card	11. Receives the Valid Passport 11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	65 days, 1 hour and 45 minutes	

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00



2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00
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8. Issuance/Renewal of ACR I-CARD

8.1. Issuance of ACR I-CARD (new)

Office or Division:	Dagupan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); 13A Probationary; (5) i-Amendment to Permanent;(6) 13G; (7) 13C; (8) MCL-07-021 Probationary; (9) MCL-07-021 Permanent; (10) Sec13-Quota;		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph 	
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant	
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce 2 nd set- Alien Registration Division (ARD) 3 rd set – File Copy	None	20-30 minutes per application	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Presents the original passport and duly evaluated visa application for assessment of fees	2. Receives the passport and duly evaluated visa application 2.1. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)	None	5 minutes per application	Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office



	4. Block/ recommendation (amendment/ renewal) editing of information if there's any changes	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to ONE STOP ACTION UNIT(OSAU) for review Windows 5,6,7,8 Ground Floor, BI Main Office Building Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building, for approval through courier (e.g.) LBC	None	1 day	ONE STOP ACTION UNIT(OSAU) Windows 5,6,7,8 Ground Floor, BI Main Office Building Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building, for approval
	6. For Printing, Data trail			
	7. Waiting for the releasing of ACR I-Card	None	4-5 weeks	Alien Registration Division (ARD)
				Window 4, Ground Floor, BI Main Office Building, for approval
	7. Informing the applicant for the schedule of ACR I – Card Issuance	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office

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4. Presents the claim stub and valid passport 4.1 Claims the ACR I-Card	8. Receives the Valid Passport 8.1. Receives the claim stub 8.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	36 days, 1 hour and 20 minutes	



8.2. Issuance of ACR I-CARD (Renewal/Extension)

Office or Division:	Dagupan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		Bacolod Immigration Field Officer (Staff-in-charge)/ BI Website www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		Cashier
For Lost ACR I-Card:		
A. Affidavit of Loss (1 Copy)		A. Notary Public
B. Police Report on Loss of ACR I-Card		B. PNP
For Amendment of the following:		
A. Name		A. Court
<ul style="list-style-type: none"> o Court Order (if applicable) (1 Copy) 		
B. Citizenship/Nationality		B. Court
<ul style="list-style-type: none"> o Official document proving change of citizenship/nationality (1 Copy) 		
C. Civil Status		C. Report of marriage where the marriage took place
<ul style="list-style-type: none"> o Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or 		



Annulment/Divorce Decree) (1 Copy)	
D. Address <ul style="list-style-type: none"> o Certificate of Residence from the Barangay Captain (1 Copy) 	D. Office of the Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents based on the checklist of requirements	1. Interview to the applicant 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records 3 sets of requirements: 1 st set – Visa Taskforce 2 nd set- Alien Registration Division (ARD) 3 rd set – File Copy	None	20-30 minutes per application	Registration Officer Counter 2, Dagupan Immigration Field Office
2.Presents the original passport and duly evaluated visa application for assessment of fees	2. Receives the passport and duly evaluated visa application 2.1. Returns the passport and duly evaluated visa application with the	None	5 minutes per application	Assessor Counter 3, Dagupan



	BI			Immigration
	Clearance Certificate (BICC) for no derogatory record 2.2. Issues the Order of Payment Slip (OPS)			Field Office
3. Present the OPS to the Collecting Officer at Counter 4, for payment.	3. Issue the Official Receipt (OR) and claim stub.	Refer to table below	10 minutes per application	Collecting Officer Counter 4, Dagupan Immigration Field Office
	4. Block/ recommendation (amendment/ renewal) editing of information if there's any changes	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	5. Filed Applications will be forwarded to ONE STOP ACTION UNIT(OSAU) for review Windows 5,6,7,8 Ground Floor, BI Main Office Building Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building, for approval through courier (e.g.) LBC	None	1 day	ONE STOP ACTION UNIT(OSAU) Windows 5,6,7,8 Ground Floor, BI Main Office Building Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building, for approval



	6. For Printing, Data trail			
	7. Waiting for the releasing of ACR I-Card	None	4-5 weeks	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building, for approval
	7. Informing the applicant for the schedule of ACR I – Card Issuance	None	5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
4. Presents the claim stub and valid passport 4.1 Claims the ACR I-Card	8. Receives the Valid Passport 8.1. Receives the claim stub 8.2. Releases the ACR I-Card	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL		Refer to table below	36 days, 1 hour and 20 minutes	



9. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Dagupan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Registration Officer Counter 2, Dagupan Immigration Field Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Registration Officer Counter 2, Dagupan Immigration Field Office
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	Registration Officer Counter 2, Dagupan Immigration Field Office
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1	Applicant



photocopy)	
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN). 1.1. Evaluation of the documents upon receipt of application with accomplished form and attached requirements including the verification of derogatory records	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Secure the Order of Payment Slip (OPS).	2. Receives the passport and duly evaluated visa application	None	15 minutes	Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office



	3.1. Final review and approval	None	15 minutes	ACTING ALIEN CONTROL OFFICER Dagupan Immigration Field Office
4. Presents the claim stub	4. Releases the approved ECC/CE	None	3 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
TOTAL:			53 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)	
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year	
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year	
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>	



9.1. Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Dagupan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
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		WHERE TO SECURE
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)		Registration Officer Counter 2, Dagupan Immigration Field Office
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	Applicant	
3. Passport bio-page, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and transmit the same to the assessors at counter 3 for derogatory checking, assessment of fees and issuance of Order of Payment Slip (OPS).	None	10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office Assessor Counter 2, Dagupan Immigration Field Office
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Refer to the table of fees below	10 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office

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3. Submit the OR.	3. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's O.R. the ECC/CE-B number and RP/SRC validity.	None	5 Minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
4. Claim the OR with notation of RP/SRC Validity	4. Release O.R. to the applicant.	None	2 Minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	TOTAL:		27 minutes	

RP/SRC (1 YEAR) ADULT- Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS.) ADULT- Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)
RP/SRC (1 YEAR) MINOR- Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS) MINOR- Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)



10. Motion for Reconsideration

10.1. Extension of Authorized Stay of Temporary Visitors overstaying for more than Six (6) months

Office or Division:	Dagupan Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
List of requirements:	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	
2. Notarized letter of explanation for overstaying	
3. Passport of the applicant (original)	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	
5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements per visa category:</i>	Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	
2. BI Accreditation ID of the Travel Agent (1 photocopy)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments of all corresponding requirements	None	10 Minutes	Officer-in- Charge Dagupan Immigration Field Office
	2. Initial Assessment	None	2 minutes	Officer-in- Charge Dagupan Immigration Field Office
	3. Releasing of Claim Stub (Passport Stub)	None	2 minutes	Officer-in- Charge Dagupan Immigration Field Office
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Officer-in- Charge Dagupan Immigration Field Office
	2.3 Draft the Order.	None		Officer-in- Charge Dagupan Immigration Field Office
	2.4 Review and sign Order for endorsement to the Chief-IRD	None	3-4 weeks	ACTING ALIEN CONTROL OFFICER Dagupan Immigration Field Office
	2.5 Transmit thru email the Order to the Immigration Regulation Division (IRD)	None		Officer-in- Charge Dagupan Immigration Field



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office
	2.6 Review and sign the Order.	None		Chief IRD
	2.7 Transmit the Order to Office of the Commissioner.	None		Officer-in- Charge Dagupan Immigration Field Office
	2.8 Approval / Disapproval of the Commissioner	None		Commissioner
	2.9 Transmit the Approved/Disapproved Order to Dagupan Immigration Field Office by IRD for implementation	None		Officer-in- Charge Dagupan Immigration Field Office
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Officer-in- Charge Dagupan Immigration Field Office
3. Present the claim stub	3. Assess the fees.	None	10 minutes	Assessor Counter 2, Dagupan Immigration Field Office
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Officer-in- Charge Dagupan Immigration Field Office



4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Officer-in- Charge Dagupan Immigration Field Office
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant on the approval of visa extension	None	2 minutes	Officer-in- Charge Dagupan Immigration Field Office
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Officer-in- Charge Dagupan Immigration Field Office
TOTAL:		<i>Total fees depends on</i>	NOTE: All applications acted within 3 working days upon receipt/	
		<i>number of months overstayed</i>	Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila	



10.2. Extension of Authorized Stay of Temporary Visitors overstaying for more than 12 months or staying more than the allowable period

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i> BI Website www.immigration.gov.ph
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements per visa category:</i> <ul style="list-style-type: none"> ○ Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or ○ BI Accreditation ID of the Travel Agent (1 photocopy) 	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments of all corresponding requirements	None	10 Minutes	Officer-in- Charge Dagupan Immigration Field Office
	2. Initial Assessment	None	2 minutes	Officer-in- Charge Dagupan Immigration Field



				Office
	3. Releasing of Claim Stub (Passport Stub)	None	2 minutes	Officer-in- Charge
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	3-4 weeks	Officer-in- Charge Dagupan Immigration Field Office
	2.3 Draft the Order.	None		Officer-in- Charge Dagupan Immigration Field Office
	2.4 Review and sign Order for endorsement to the Chief-IRD	None		ACTING ALIEN CONTROL OFFICER Dagupan Immigration Field Office
	2.5 Transmit thru email the Order to the Immigration Regulation Division (IRD)	None		Officer-in- Charge Dagupan Immigration Field Office
	2.6 Review and sign the Order.	None	Chief IRD	
	2.7 Transmit the Order to Office of the Commissioner.	None	Officer-in- Charge Dagupan Immigration Field Office	
	2.8 Approval / Disapproval of the Commissioner	None	Commissioner	



	2.9 Transmit the Approved/Disapproved Order to Dagupan Immigration Field Office by IRD for implementation	None		Officer-in- Charge Dagupan Immigration Field Office
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Officer-in- Charge Dagupan Immigration Field Office
2. Present the claim stub	3. Assess the fees.	None	10 minutes	Assessor Counter 2, Dagupan Immigration Field Office
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Officer-in- Charge Dagupan Immigration Field Office
3. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office
4. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Officer-in- Charge Dagupan Immigration Field Office
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant on the approval of visa extension	None	2 minutes	Officer-in- Charge Dagupan Immigration Field



				Office
5. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Officer-in- Charge Dagupan Immigration Field Office
TOTAL:		<i>Total fees depends on number of months overstayed</i>	NOTE: All applications acted within 3 working days upon receipt/ Implementation of the approved visa application will be made upon receipt of the order of approval from BI-Manila	

Schedule of Fees:
REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex</i>	
<i>Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00



4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00



8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



11. 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:	Dagupan Immigration Field Office		
Classification:	Simple Transaction/ Complex Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE	
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school	
Duly 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;		<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph 	
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant	

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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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	20 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessor Counter 3, Dagupan Immigration Field Office
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 <i>(BSP Forex Rate)</i></p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 <i>(BSP Forex Rate)</i></p>	10 minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Registration Officer Counter 2, Dagupan Immigration Field Office



12. Special Work Permit (SWP) & Provisional Work Permit (PWP)

Office or Division:	Dagupan Immigration Field Office	
Classification:	Simple Transaction/Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals who shall engage in gainful employment within a short period of time (three (3) to six (6) months)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter request addressed to the Commissioner from the Petitioning company	Petitioner
	2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	<ul style="list-style-type: none"> ▪ Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i> ▪ BI Website www.immigration.gov.ph
	3. Photocopy of applicant's passport bio-page, entry visa (if applicable) latest admission and updated temporary visitor's visa/valid authorized stay.	Applicant
	4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	Petitioner



<p>5. Submit the following documents for the particular positions (if applicable)</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following</p> <p>a.1) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney, (To prove or establish educational attainment), and</p>	<p>Applicant</p> <p>Appli</p> <p>cant</p> <p>Appli</p> <p>cant</p>
<p>a.2) Certificate of Training, Course Completion or resume as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit a Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Applicant</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of Tin (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)</p>	<p>Applicant</p>
<p>7. BI Clearance Certificate</p>	<p>Dagupan Immigration Field Office</p>



<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> ● Securities and Exchange Commission (SEC) Certificate of Registration; ● Articles of Incorporation (AOI); and ● General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnership, photocopies of the following :</p> <ul style="list-style-type: none"> ● Securities and Exchange Commission (SEC) Certificate of Registration; and ● Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> ● Department of Trade and Industry's Certificate of Registration of Business Name 	<p>Securities and Exchange Commission (SEC)</p> <p>City/Municipality where the petitioner operates</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/Municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI)</p> <p>City/Municipality where the petitioner operates</p>
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	<p>Petitioner</p>
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or</p>	<p>Bureau of Internal Revenue (BIR)</p>



<p>overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing</p>	
<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <p>b.1) CBCP, b.2) PCEC, b.3) INC, b.4) JIL, or b.5) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <p>c.1) For Commercial Models: FAP, c.2) For Foreign Journalists: Malacañang Press Corps.</p>	



c.3) For Trainees: GOCC or Sponsoring Private Entity	
5. Mayor's Permit	City/Municipality where the petitioner operates
6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for, and	Petitioner
7. A sworn declaration of the petitioning company operating in the Philippines; a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services)	Petitioner



13. Tourist Visa Extension (TVV)

13.1. Extension of Tourist Visa – Visa Waiver

foreign nationals who entered the Philippines under Executive Order No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Dagupan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form		Dagupan Immigration Field Office <i>(Registration Officer, Dagupan Immigration Field Office)</i>	
		BI Website www.immigration.gov.ph	
2. Passport of the applicant (original)		Applicant	
3. Bio page of the passport and latest arrival stamp (1 photocopy)		Applicant	
<i>Additional requirements per visa category:</i> <ul style="list-style-type: none"> ○ Special Power of Attorney (SPA); and ○ One (1) valid Identification Card of the representative; as applicable ○ Photocopy of BI Accreditation ID of the Travel Agent 		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely	1. Review the completeness of application	None	5 Minutes	Registration Officer Counter 2, Dagupan Immigration Field Office

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filled-out application form, original passport and other supporting documents.	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	15 Minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	<i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Registration Officer Counter 2, Dagupan Immigration Field Office
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assesor Counter 3, Dagupan Immigration Field Office
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane: Php 2,130 w/ valid visa	10 Minutes	Collecting Officer Counter 4, Dagupan Immigration Field Office



3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Acting Alien Control Officer Dagupan Immigration Field Office
	3.1 Implementation of visa extension	None	5 Minutes	Implementation Officer Counter 5, Dagupan Immigration Field Office
	3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	Releasing Officer Counter 5, Dagupan Immigration Field Office
4. Present the BI Clearance	4. Validate the BI Clearance		2 minutes	Releasing Officer
Certificate and Conformity Sheet	Certificate and Conformity Sheet.	None		Counter 5, Dagupan Immigration Field Office
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Releasing Officer Counter 5, Dagupan Immigration Field Office



DASMARIÑAS IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Temporary Visitor's Visa (TVV) Extension - VISA WAIVER

Office or Division:	Dasmariñas Immigration Field Office (DIFO)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Non-visa required foreign nationals admitted under Executive Order No. 408 for a thirty (30) day-stay, visa-free, and is requesting for an initial extension of twenty-nine (29) days.
CHECKLIST OF REQUIREMENTS	
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	DIFO receiving desk
2. Passport of the applicant (original)	Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy)	Applicant
Additional requirements per visa category: 1. Special Power of Attorney (SPA) and one (1) valid Identification Card of the representative; if applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessor DIFO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Check the derogatory record. Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessor DIFO
None	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessor DIFO
2. Receive the Order of Payment Slip (OPS)	2. Issue the OPS and require the applicant to affix his name and signature thereon.	None	5 Minutes	Cashier DIFO
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (O.R.).	Express Lane: PHP 3,130 w/ <i>valid visa</i> PHP 4,140 w/ <i>expired visa</i> Regular Lane: PHP 2,130 w/ <i>valid visa</i>	10 Minutes	Cashier DIFO
4. Submit the O.R.	4.1. Approval of visa extension	None	5 Minutes	Visa Approving Officer DIFO
	4.2. Implementation of visa extension	None	5 Minutes	Visa Approving Officer DIFO
	4.4. Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.	None	2 Minutes	Staff-in-Charge DIFO

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present the BI Clearance Certificate and Conformity Sheet	5. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-in-Charge DIFO
6. Receive the passport, BI Clearance Certificate and O.R.	6. Release passport, BI Clearance Certificate and O.R.	None	2 Minutes	Staff-in-Charge DIFO
TOTAL if processed under Express Lane		PHP 3,130 w/ <i>valid visa</i> PHP 4,140 w/ <i>expired visa</i>	1 Hour and 4 Minutes when personally transacted by applicant.	2 Working Days when transacted by authorized representative or BI-accredited Travel Agent
TOTAL if processed under Regular Lane		PHP 2,130 w/ <i>valid visa</i>	3 Working Days	



2. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourists may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Complex Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, <i>see item L.</i>
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, <i>see item L.</i>
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days.
G. Executive Order No. 408 (EO408); 30 Days	1) Initial extension of 29 days visa waiver 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, <i>see item L.</i>	



	H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly, 2 months or 6 months. (For a 6 months extension, see <i>item L.</i>)
	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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days. 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, see <i>item L.</i>
	K. For holders of Gibraltar or Israeli passports: Tourist Visa under Section 9(A); 59 Days	1) Extendible monthly or every 2 months 2) For a 6 months extension, see <i>item L.</i>
	L. Long-Stay Visitor Visa Extension (LSVVE)-6 months extension	<i>For EO408 Nationals:</i> 1) Can only be applied after Visa Waiver; 2) If still within, but will not exceed after, 16 months from arrival date. <i>For Visa-Required and EO408 Nationals who entered with 9A visa:</i> 1) Can only be applied within, but will not exceed after, 16 months from arrival date
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		DIFO receiving desk
2. Passport of the applicant (original)		Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
Additional requirements per visa category:		Applicant
1. Special Power of Attorney (SPA); and one (1) valid Identification Card of the representative; if applicable.		Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	Assessors DIFO
None	1.2 Check the derogatory record. Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessors DIFO
None	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessors DIFO
1.4. Receive Order of Payment Slip (OPS.)	1.4 Issue OPS and require the applicant to affix his name and signature thereon.	None	5 Minutes	Assessors DIFO
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	10 Minutes	Cashier DIFO
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	Visa Approving Officer DIFO
	3.2 Implementation of visa extension	None	5 Minutes	Visa Approving Officer DIFO
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, client is given a claim stub.	None	2 Minutes	Staff-in-Charge DIFO
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-in-Charge DIFO

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive the passport, BI Clearance Certificate and O.R.	5. Release passport, BI Clearance Certificate and O.R.	None	2 Minutes	<i>Staff-in-Charge</i> DIFO
TOTAL if processed under Express Lane		Total fees depend on visa category and approved extension duration.	1 hour and 4 Minutes when personally transacted by the applicant.	
TOTAL if processed under Regular Lane			2 Working Days when transacted by authorized representative or BI-accredited Travel Agent	
		3 Working Days.		



3. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months but not more than 12 months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		DIFO receiving desk
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative, if applicable		
2. BI Accreditation ID of the Travel Agent (1 photocopy)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving Staff</i> DIFO
2. Proceed to Window 2 (Assessor) and receive the Order of Payment Slip (OPS)	2. Assess the fees and issue OPS	Motion for Reconsideration fee PHP 1,010	12 Minutes	<i>Assessor</i>
	2.1. Issue Official Receipt (O.R.)			<i>Cashier</i>

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	2.2. Provide the applicant with contact number for follow-up			<i>Officer-in-Charge</i>
	2.3. Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to apply in Main Office.	None	1 Working Day	<i>Staff-in-Charge</i> DIFO
	2.4 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i> DIFO
	2.5 Draft the Order.	None		<i>Staff-in-Charge</i> DIFO
	2.6 Review and sign Order for endorsement to the C, IRD	None		<i>Alien Control Officer (ACO)</i> DIFO
	2.7 Transmit the Order to the Immigration Regulation Division (IRD) thru local courier	None	7 Working Days	<i>Staff-in-Charge</i> DIFO
None	2.8 Notify the applicant via contact number provided upon receipt of the approved Order from IRD	None		<i>Staff-in-Charge</i> DIFO
3. Present the original passport and official receipt	3. Issue the copy of approved Order and discuss the details of the Order with the applicant. 3.1 Instruct applicant to proceed to Window 2 for assessment of fees.	None	10 Minutes	<i>Staff-in-Charge</i> DIFO

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	3.2 Asses the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	5 Minutes	Assessors DIFO
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>Fees may vary on number of months overstayed</i>	5 Minutes	Cashier DIFO
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	Visa Reviewing and Approving Officer DIFO
	5.1 Enter the approval in the BI system.	None	5 Minutes	
	5.2 Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.	None	5 Minutes	Implementer DIFO
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Implementer DIFO
TOTAL		Total fees depend on number of months overstayed	8 Working Days and 59 Minutes	



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to DIFO receiving the desk	1. Assess the fees and issue the Order of Payment Slip (OPS)	None	5 Minutes	Assessors DIFO
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt (O.R.)	Annual Report Fee: PHP 300	10 Minutes	Cashier DIFO



		<p>Legal Research Fee (LRF): PHP 10</p> <p>Note: Admin fine of PHP200.00/month but not exceeding of PHP 2,000 per year and MR fee amounting to PHP 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>		
TOTAL		PHP 310 (if no violation of Sec. 10)	15 Minutes	



5. 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:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	G2B – for government services whose client is a business entity	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school		Applicant/client & petitioning school
Duly 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		BI website or DIFO receiving desk
Photocopy of passport bio-page and latest admission with valid authorized stay		Applicant

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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 applicants below 18 years of age	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools	NBI
BI Clearance Certificate	DIFO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving Staff/officer</i> DIFO
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	2 Working Days (Express) 3 Working Days (Regular)	<i>Evaluating Officer</i> <i>Data Entry Staff/Officer</i> DIFO
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessors</i> DIFO
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 4,740.00 REGULAR: PHP 3,740.00	10 Minutes	<i>Cashier</i> DIFO

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4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 Minutes	<i>Implementer</i> DIFO
TOTAL for Express		PHP 4,740.00	3 Working Days	
TOTAL for Regular		PHP 3,740.00	7 Working Days	



6. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		DIFO receiving desk
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		DIFO receiving desk
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		DIFO receiving desk
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant
8. National Bureau of Investigation (NBI) Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		NBI

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>Receiving Staff/Officer</i> DIFO
2. Secure the Order of Payment Slip (OPS).	2. The DIFO staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessor</i> DIFO
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier</i> DIFO
4. Submit the Official Receipt (OR)	4. DIFO staff receives the OR and issues claim stub.	None	2 Working Days	<i>Receiving/Releasing Staff</i> DIFO
	4.1 For Fingerprint Verification, DIFO staff encodes and prints the ECC/CE	None		<i>ECC Typist</i> DIFO
	4.2 Final review and approval	None	1 Working Day	<i>Receiving Staff/Officer</i> DIFO
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Receiving Staff/Officer</i> DIFO
TOTAL		See schedule of fees	3 Working Days, 38 Minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)
ACR Fee (PHP 1,000) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)
Express Lane Fee (PHP 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (PHP 500)
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



7. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Dasmariñas Immigration Field Office (DIFO)
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	DIFO receiving desk
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	DIFO receiving desk
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	DIFO receiving desk
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
<i>If traveling with parent:</i> a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
<i>If travelling with legal guardian:</i> a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
<i>If travelling alone:</i> a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
<i>For native born foreign passport holders with one Filipino parent (initial departure):</i> a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>Receiving Staff/Officer</i> DIFO
2. Secure the Order of Payment Slip (OPS).	2. The DIFO staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessor</i> DIFO
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier</i> DIFO
4. Submit the Official Receipt (OR)	4. DIFO staff receives the OR and issues claim stub.	None	2 Working Days	<i>Receiving/Releasing Staff</i> DIFO
	4.1 For Fingerprint Verification, DIFO staff encodes and prints the ECC/CE	None		<i>ECC Typist</i> DIFO
	4.2 Final review and approval	None	1 Working Day	<i>ACO</i> DIFO
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Receiving/Releasing Staff</i> DIFO
TOTAL		See schedule of fees	3 Working Days, 38 Minutes	



Transaction for Minor with previous extensions or updates
Certificate of Exemption (PHP 200) + LRF (PHP 10)
A-Cert Fee (PHP 500) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)
Express Lane Fee (PHP 500), <i>if all fees paid</i>
Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 500)
A-Cert Fee (PHP 500) + Certificate of Exemption (PHP 200) + LRF (PHP 20) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



8. Special Working Permit (SWP)

Office or Division:	Dasmariñas Immigration Field Office (DIFO)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C)
Who may avail:	<p>All foreign nationals, who intend to work, engage in specific activities, or render services outside of an employment arrangement, such as</p> <ol style="list-style-type: none"> 1. Professional athletes, coaches, trainers and assistants; 2. International performers with exceptional abilities; 3. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; 4. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; 5. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; 6. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; 7. Foreign journalists practicing their profession or covering a specific event in the country; 8. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; 9. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); 10. Religious missionaries and preachers; 11. Commercial models and talents; 12. Culinary specialists/ Chefs; 13. Professionals; and 14. Consultants or specialists.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-request addressed to the Commissioner from the Petitioning company. -OR- Letter request addressed to the Commissioner from the petitioning company / promoter / organizer stating the following: a) The name/s of the performing foreign artist/s or athlete/s, including members of the production crew, training staff and other personnel involved in the event/competition; b) The itinerary and scheduled events where the foreign artist/s or athlete/s will perform; and, c) An undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant;	Applicant
Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	BI website
Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant or petitioning company
Endorsement from the following: a. For concerts and performances: i. Asosasyon ng Musikong Pillipino (AMP) for musicians or Organisasyon ng Pilipinong Mang-aawit (OPM) for singers; and, ii. Filipino Society of Composers, Authors, and Publishers (FILSCAP) for public musical performances (concerts) of copyrighted works; b. For athletes, trainers, coaches and participants: i. Philippine Sports Commission; ii. Philippine Olympic Committee; OR iii. PBA, PBL and other recognized sports organization; c. For religious preachers, any of the following: CBCP, PCEC, INC., JIL and other religious sects;	Applicant (<i>for SWP-Athletes and Artists</i>)

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<p>Certification under oath by the petitioning company that SWP request is applicant(s) first or extension SWP application (whichever is applicable); and will work exclusively for the petitioning company and the position stated in the SWP application</p>	<p>Petitioner / Company</p>
<p>Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Form 1901, 1904, AEP with TIN)</p>	<p>Applicant</p>
<p>Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties</p>	<p>Applicant (for SWP-Commercial)</p>
<p>Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	
<p>BI Clearance Certificate</p>	<p>DIFO</p>
<p>For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. 	<p>Petitioner / Company (for SWP-Commercial)</p>

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<p>For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none">• Securities and Exchange Commission (SEC) Certificate of Registration; and• Articles of Partnership (AOP). <p>For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none">• Department of Trade and Industry's Certificate of Registration of Business Name.	
<p>For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS.</p>	
<p>Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	
<p><i>If applicable,</i></p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <ul style="list-style-type: none">b.1.) CBCP,b.2.) PCEC,b.3.) INC,b.4.) JIL, or,b.5.) Other legitimate religious sects. <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p>	

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<p>c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	
<p>Mayor's Permit</p>	
<p>A sworn declaration of the petitioning company operating in the Philippines:</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving/Releasing Staff</i> DIFO
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	2 Working Days (Express) 3 Working Days (Regular)	<i>Evaluation Officer</i> DIFO
	2.2 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Assessors</i> DIFO

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	PHP 6,440.00 (Express) PHP 5,440.00 (Regular)	10 Minutes	<i>Cashier Unit</i> DIFO
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 Minutes	<i>Implementer</i> DIFO
TOTAL for Express		PHP 6,440.00	3 Working Days	
TOTAL for Regular		PHP 5,440.00	7 Working Days	



9. Provisional Work Permit (PWP)

Office or Division:	Dasmariñas Immigration Field Office (DIFO)	
Classification:	Complex Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity G2G - for government services whose client is a government employee or another government agency	
Who may avail:	Foreign nationals who intend to engage in work pursuant to an employment arrangement pending issuance of their AEP or CA 613, Sec. 9(g) work visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter-request addressed to the Commissioner from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant	Principal-Applicant	
Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	BI website or Information Counter	
Photocopy of applicant’s passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor’s visa/ valid authorized stay;	Principal-Applicant	
Duly acknowledged Contract of Service, 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		
For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service		
For Corporation or Partnership, 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		
Photocopy of the official receipt of AEP or 9g application		
Photocopy of applicant’s Taxpayer’s Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)		

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Special Temporary Permit for an applicant who intends to practice profession regulated by the Professional Regulation Commission (PRC)	
BI Clearance Certificate	DIFO
Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing	Petitioner / Company
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 of Registration of Business Name. 	
Mayor's Permit	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	10 Minutes	<i>Receiving Staff</i> DIFO
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> DIFO

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	2.2 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors DIFO
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	PHP 6,440.00 (Express) PHP 5,440.00 (Regular)	10 Minutes	Cashier DIFO
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 Minutes	Implementer DIFO
TOTAL for Express		PHP 4,040.00	3 Working Days	
TOTAL for Regular		PHP 3,040.00	7 Working Days	



LAS PIÑAS- MUNTINLUPA FIELD OFFICE EXTERNAL SERVICES



1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Main Office-ARD and Las Piñas- Muntinlupa Field Office (LPMFO)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. <ol style="list-style-type: none"> 1. All immigrants and non-immigrants with downgraded or expired visas. 2. Native-born temporary visitors' initial departure. 3. All aliens with approved Orders to Leave (OTL). 4. Bonafide seamen with BI-approved discharge, who stayed for thirty Days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	LPMFO Receiving Counter 1	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	LPMFO Receiving Counter 1	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	LPMFO Receiving Counter 1	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant	
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant	
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant	
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant	



8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>LPMFO Staff ARP Counter 2</i>
2. Secure the Order of Payment Slip (OPS).	2. The LPMFO Assessor staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Assessors</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier Unit Counters 1,2,3</i>
4. Submit the Official Receipt (OR)	4. LPMFO staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Counter 1</i>
	4.1 For Fingerprint Verification, LPMFO staff encodes and prints the ECC/CE for review and approval of AACO.	None		<i>LFMFO Staff</i>
	4.2 Final review and approval of AACO	None	1 Day	<i>Manager/ AACO</i>
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Receiving/Releasing Counter 1</i>



	TOTAL:		3 Days, 38 Minutes
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Transaction for Adult with previous extensions or updates			
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)			
ACR Fee (PHP 1,000) + LRF (PHP 10)			
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)			
Express Lane Fee (PHP 500), <i>if all fees paid</i>			

Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country			
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (PHP 500)			
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)			
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year			
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year			
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>			



2. Tourist Visa Extension

2.1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) Days authorized stay may request for an initial extension of twenty-nine (29) Days, thereby completing the 59-Day maximum initial stay for aliens.

Office or Division:	Las Piñas- Muntinlupa Field Office (LPMFO)		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following:		BI-LPMFO Counter 1/ BI Website www.immigration.gov.ph/	
1. Accomplished Tourist Visa Extension Form		Applicant	
2. Passport of the applicant (original)		Applicant	
3. Bio-page of the passport and latest arrival stamp (1 photocopy)		Applicant	
<i>Additional requirements per visa category:</i>		Applicant	
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable			
2. Photocopy of BI Accreditation ID of the Travel Agent			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out	1. Review the completeness of application	None	5 Minutes	<i>Evaluator/ Receiving</i>



application form, original passport and other supporting documents.	1.1 Check the derogatory record			<i>Counter 1</i>
	<i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	15 Minutes	<i>Assessors</i>
	<i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	<i>Assessors</i>
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	<i>Assessors</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: PHP 3,030 w/ valid visa PHP 4,040 w/ expired visa Regular Lane: PHP 2,030 w/ valid visa	10 Minutes	<i>Cashier Unit Counters 1,2,3</i>
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>



4. Present the BI				<i>Staff-in-charge</i>
Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-in-charge</i>
TOTAL if processed under Express Lane		PHP 3,030	1 hour and 4 Minutes	
TOTAL if processed under Regular Lane		PHP 2,030	3-5 working Days	



2.2. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 Day to 12 months may apply for extension upon the approval of the Commissioner.

Office or Division:	Las Piñas-Muntinlupa Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months but not more than 12 months. The recommendation of the Chief, IRD and approval of the Commissioner is required.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements:		Receiving Counter 1	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev01)		Applicant	
2. Notarized letter of explanation for overstaying		Applicant	
3. Passport of the applicant (original)		Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant	
5. Birth Certificate if applicant is a child		Applicant	
<i>Additional requirements per visa category:</i>		Applicant	
<ul style="list-style-type: none"> • Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or • BI Accreditation ID of the Travel Agent (1 photocopy) 			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Receiving Staff Counter 1</i>



	2. Assess the fees and issue OPS	Motion for Reconsideration fee P1,010	12 Minutes	Assessor Cashier 1,2,3 Officer-in-charge
	2.1. Check the derogatory records.			
	<i>Without derogatory hit:</i> Issue BI Clearance Certificate			
	<i>With derogatory hit:</i> Advise Applicant to apply in Main Office.			
	2.2 Issue Official Receipt			
	2.3. Provide the applicant with contact number for follow-up			
	2.4 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay			
2.5 Draft the Order.	None	Staff-in-charge		
2.6 Review and sign Order for endorsement to the Chief, IRD and approval of the Commissioner	None	3-7 Days	Acting Alien Control Officer	
2.7 Transmit the Order to the Immigration Regulation Division	None		Staff-in-charge	
	(IRD) thru liaison officer or local courier			



	2.8 Notify the applicant via contact number provided upon receipt of the approved Order from IRD	None		<i>Staff-in-charge</i>
3. Present the original passport and official receipt	3. Issue the copy of the approved Order and discuss the details of the Order with the applicant. 3.1 Instruct the applicant to proceed to the Counter for assessment of fees.	None	10 Minutes	<i>Staff-in-charge</i>
	3.2 Asses the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	5 Minutes	<i>Assessor</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>Fees may vary on number of months overstayed</i>	5 Minutes	<i>Cashiers 1,2,3</i>
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	<i>Visa Reviewing and Approving Officer</i>
	5.1 Enter the approval in the BI system.	None	5 Minutes	
	5.2 Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.	None	5 Minutes	<i>Implementor</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	<i>Implementor</i>



Official Receipt			
	TOTAL:	<i>Total fees depend on number of months overstayed</i>	8 Days and 59 Minutes



2.3. Extension of Tourist Visa-Visa Waiver (E-Services/Visa Waiver through Online System)

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) Days authorized stay may request through an online system for an initial extension of twenty-nine (29) Days, thereby completing the 59-Day maximum initial stay for aliens.

Office or Division:	Las Piñas- Muntinlupa Field Office (LPMFO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All foreign nationals admitted under Executive Order. No. 408 with less than 59 Days initial stay.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original passport of the applicant 2. Registered E-services Account	Client https://e-services.immigration.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph/ and fill out all mandatory information in the Visa Waiver E-Form and submit the same for processing	1. Validate the information provided by the client <i>Note: Information provided by the client should be the exact matched of records reflected in the BI CQSS; otherwise, the application will not proceed.</i>	None	1 Minute	System automated
2. Click “Pay Now” and proceed to online payment	2. Generate payment summary	PHP 3,030 with valid stay	1 Minute	System Automated



		PHP 4,030.00 with expired stay <i>(Exclusive of online payment aggregator and bank/e-wallet charges)</i>		
3. Retrieve system- generated Official Receipt with visa waiver validity thru the registered email	3. Check derogatory record	None	1 Minute	System Automated
	3.1 Without derogatory hit Send system-generated Official Receipt with visa waiver validity thru the registered email	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge
	3.2 (a) With derogatory hit but eligible to apply Review Derogatory Record and Approve application	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge
	3.2 (b) With derogatory hit for compliance Click “For compliance” and advise applicant thru an advisory email to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge
	Input NTSP Clearance Control	None	Within	Staff-in-charge



	Number in the system.		5 Minutes upon issuance of NTSP Certificate	CCS
TOTAL if processed without clearance requirement		PHP 3,030 with valid stay	3 Minutes	
TOTAL if processed with clearance requirement		PHP 4,030.00 with expired stay <i>(Exclusive of online payment aggregator and bank/e-wallet charges)</i>	8 Minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) Days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Las Piñas- Muntinlupa Field Office (LPMFO)	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist	1. Assess the fees and issue the	None	3-5 Minutes	<i>Staff In-Charge</i>
of requirements to ARP Counter 2	Order of Payment Slip. 1.1 Photo Capturing			



<p>2. Submit the OPS to the Cashier for payment</p>	<p>2. Issuance of Official Receipt</p>	<p>Annual Report Fee: PHP 300.00</p> <p>Legal Research Fee (LRF): PHP 10.00</p> <p>Note: Admin fine of PHP200.00/month but not exceeding of PHP 2,000 per year and MR fee amounting to PHP 1,010 for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended</p>	<p>3-5 Minutes per applicant</p>	<p><i>Cashiers</i> 1,2,3</p>
<p style="text-align: right;">TOTAL:</p>		<p>P 310 (if no violation of Sec. 10)</p>	<p>5-10 Minutes</p>	



4. Alien Registration Program (ARP)

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual [Special Security Registration Number \(SSRN\)](#). The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	Las Piñas- Muntinlupa Field Office (LPMFO)	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All foreign nationals living in the Philippines.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;		Receiving Counter 1
2. 2x2 picture with white background, and must be taken within the last three (3) months from the date of application (4 pieces);		Applicant
3. Passport Bio-page, latest arrival stamp (1 photocopy each);		Applicant
4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy); and,		Applicant
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy).		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Review of subject's details upon receipt of CGAF for ARP.	None	2 Minutes	ARP Officer-In Charge
	2. Encoding of subject's details.	None	5 Minutes	ARP Officer-In Charge
2. Biometrics - photo capturing and fingerprint scanning.	3. Performs biometrics to the subject - photo capturing and fingerprint scanning.	None	15 Minutes	ARP Officer-In Charge
3. Release of SSRN (if	4. Review of subject's details and	None	5 Minutes	ARP Officer-In-Charge



necessary)	biometrics.			
	5. Printing of SSRN, if needed for ECC application.	None	3 Minutes	ARP Officer-In-Charge
	TOTAL:		30 Minutes	



5. 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:	Las Piñas- Muntinlupa Field Office (LPMFO)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI website or Information Counter, Student Visa Unit, (LPMFO)
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant
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 applicants below 18 years of age;		Petitioning school



Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation

BI Clearance Certificate.	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex/ LPMFO
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 5 Days (Express)	<i>Evaluation Officer</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 4,740.00	10 Minutes	Cashier Unit Counters 1,2,3
4. Submit the claim stub	4. Generate/ Prepare Special Study Permit (SSP) Order/s		5 Minutes	Implementor
	5. Review and Approval of the AACO		2 Minutes	Recommending Officer and



				AACO
TOTAL	Express	PHP 4,740.00	3 Days	



6. Special Working Permit (SWP)

Office or Division:	BI-Las Piñas- Muntinlupa Field Office (LPMFO)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C)	
Who may avail:	All foreign nationals, who intend to work, engage in specific activities, or render services outside of an employment arrangement, such as: <ol style="list-style-type: none"> 1. Professional athletes, coaches, trainers and assistants; 2. International performers with exceptional abilities; 3. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; 4. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; 5. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; 6. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; 7. Foreign journalists practicing their profession or covering a specific event in the country; 8. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; 9. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); 10. Religious missionaries and preachers; 11. Commercial models and talents; 12. Culinary specialists/ Chefs; 13. Professionals; and 14. Consultants or specialists 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the petitioning company;		Applicant/client & petitioning company/ Authorized Accredited Representative

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2. Duly accomplished CGAF for Work Permit; (BI Form COM02.OF.SWP01-REV3)	BI website or Information Counter, LPMFO
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant

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<ol style="list-style-type: none">4. For Corporations or Partnerships, photocopies of the following:<ol style="list-style-type: none">a. SEC Registration;b. Articles of Incorporation;c. General Information Sheet (GIS) for the current year stamped received by the SEC; andd. Valid Mayor's Permit5. For Single Proprietorships, photocopies of the following:<ol style="list-style-type: none">a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; andb. Mayor's Permit;6. Contract of Service, 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;7. Board Resolution, if the signatories of the letter of application and contract of service are other than appearing in the Articles of Incorporation and in the latest GIS;8. Photocopy of petitioner's latest ITR 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 created company, 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 copy of the ITR with proof of filing;9. A sworn declaration of the petitioning company operating in the Philippines;10. Photocopy of the applicant's Tax Identification Number (TIN) card or any proof of TIN;	<p style="text-align: center;">Applicant/client & petitioning company/ Authorized Accredited Representative</p>
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11. Certificate by the petitioner-company, thru its authorized representative, stating whether it is applicant's - initial or final SWP and all documents submitted are genuine; 12. Special Temporary Permit issued by the Professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and 13. BI Clearance Certificate	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff</i>
Submit the duly accomplished application form and supporting documents	Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express)	<i>Evaluation Officer</i>
	Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
Present the OPS to the Cashier for payment.	Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 6, 440.00	10 Minutes	Cashier Unit Counters 1,2,3
	Generate Special Work Permit (SWP) Order	None	5 Minutes	Implementor
	Review and Approval of the AACO	None	2 Minutes	Recommending Officer and AACO
	Released passport and Order	None	1 Minute	Releasing Counter 1 LPMFO staff-in charge



7. Provisional Work Permit (PWP)

Office or Division:	Las Piñas-Muntinlupa Field Office (LPMFO)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C)	
Who may avail:	Foreign nationals who intend to engage in work pursuant to an employment arrangement pending issuance of their AEP or CA 613, Sec. 9(g) work visa.	
CHECKLIST OF REQUIREMENTS		
1. Letter request addressed to the Commissioner from the petitioning company;	Applicant/client & petitioning company/ Authorized Accredited Representative	
2. Duly accomplished CGAF for Work Permit; (BI Form COM02.OF.002-REV3)	BI website or Information Counter, LPMFO	
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant	

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<ol style="list-style-type: none">4. Photocopy of Alien Employment Permit (AEP) with photocopy of the application for CA 613, Sec. 9(g) work visa or the official receipt of the application for an AEP;5. For Corporations or Partnerships, photocopies of the following:<ol style="list-style-type: none">a. SEC Registration;b. Articles of Incorporation;c. General Information Sheet (GIS) for the current year stamped received by the SEC; andd. Valid Mayor's Permit;6. For Single Proprietorships, photocopies of the following:<ol style="list-style-type: none">a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; andb. Mayor's Permit;7. Contract of Service, 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;8. Photocopy of petitioner's latest ITR with corresponding proof of	<p>Applicant</p>
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<p>payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence). For newly created company, 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 copy of the ITR with proof of filing;</p> <p>9. Photocopy of the applicant's Tax Identification Number (TIN) card or any proof of TIN;</p> <p>10. Special Temporary Permit issued by the Professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and</p> <p>11. In case of Consultant or Specialist, a justification that despite their best efforts, no Filipino is able and willing to provide such consultancy or specialized service;</p> <p>12. BI Clearance Certificate</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff</i>



Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 Days (Express)	<i>Evaluation Officer</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
Present the OPS to the	3. Issue the Official Receipt (OR) and	EXPRESS:	10 Minutes	Cashier Unit
Cashier	claim stub.	PHP 4, 040.00		Counters 1,2,3
	Generate Special Work Permit (SWP) Order	None	5 Minutes	Implementor
	Review and Approval of the AACO	None	2 Minutes	Recommending Officer and AACO
	Released passport and Order	None	3 Minutes	Releasing Counter 1 LPMFO staff-in charge



LUCENA IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Temporary Visitor's Visa (TVV) Extension - VISA WAIVER

Office or Division	Lucena Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Non-visa required foreign nationals admitted under Executive Order No. 408 for a thirty (30) day-stay, visa-free, and is requesting for an initial extension of twenty-nine (29) days.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		Receiving Desk
1. Accomplished Consolidated General Application Form for Extension Of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		
2. Passport of the applicant (original)		
3. Bio-page of the applicants passport and latest arrival stamp (1 photocopy)		Applicant
Additional requirements per visa category:		
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable.		
2. Photocopy of BI Accreditation ID of the Travel Agent		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	Assessors Lucena Field Office
	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ <i>valid visa</i> Php 4,140 w/ <i>expired visa</i> Regular Lane: Php 2,130 w/ <i>valid visa</i>	10 Minutes	Cashier Lucena Field Office
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	Visa Approving Officer Lucena Field Office
	3.2 Implementation of visa extension	None	5 Minutes	
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.	None	2 Minutes	Staff-In- Charge Lucena Field Office
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	
5. Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	



<p>TOTAL if processed under Express Lane</p>	<p>Php 3,130 w/ <i>valid visa</i></p> <p>Php 4,140 w/ <i>expired visa</i></p>	<p>1 hour and 4 minutes when personally transacted by applicant. 2 working days when transacted by authorized representative or BI-accredited Travel Agent</p>
<p>TOTAL if processed under Regular Lane</p>	<p>Php 2,130 w/ valid visa</p>	<p>3 working days.</p>



2. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Lucena Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, <i>see item L.</i>
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, <i>see item L.</i>
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 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); 60 Days for APEC Business Travel Card (ABTC) holders	
	J. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days. 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, <i>see item L.</i>

Who may avail:		
	K. For holders of Gibraltar or Israeli passports: Tourist Visa under Section 9(A); 59 Days	1) Extendible monthly or every 2 months 2) For a 6 months extension, <i>see item L.</i>
	L. Long-Stay Visitor Visa Extension (LSVVE)	All temporary visitors, regardless of nationality and not otherwise disqualified, who wish to extend his/her tourist visa during the last thirty (30) days of the previously issued LSVVE, or upon the expiry of a regular visa extension. The total duration of extension shall be not more than six (6) months from the time of expiration of authorized stay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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List of requirements are the following: 1. Accomplished Consolidated General Application Form for Extension Of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	receiving desk
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	
Additional requirements per visa category: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	Assessors Lucena Field Office
	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	

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	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	10 Minutes	<i>Cashier Lucena Field Office</i>
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer Lucena Field Office</i>
	3.2 Implementation of visa extension	None	5 Minutes	
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, client is given a claim stub.	None	2 Minutes	<i>Staff-In-Charge Lucena Field Office</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	



<p>TOTAL if processed under Express Lane</p>	<p>Total fees depend on visa category and approved extension duration.</p>	<p>1 hour and 4 minutes when personally transacted by the applicant. 2 working days when transacted by authorized representative or BI-accredited Travel Agent</p>
<p>TOTAL if processed under Regular Lane</p>		<p>3 working days.</p>



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Lucena Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the checklist of requirements to Window 1 of ARD-FS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer <i>Lucena Field Office</i>
0. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	<i>Cashier Lucena Field Office</i>
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



4. Alien Registration Program (ARP)

Office or Division:	Lucena Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	Tourists whose lawful stay exceeds fifty-nine (59) days in the country.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid passport.		Applicant		
2. Official receipt for validity of stay reference.		Applicant		
3. Special Security Registration Number application form.		BI Lucena Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Review documents ensuring all data are correct. 1.1 Staff encodes details in the system.	None	5 minutes	<i>Registration Officer Window 2 Lucena Field Office</i>
2. For biometrics and photo-capturing.	2. Photo capturing and fingerprint scanning of client.	None	3 minutes	<i>Window 2 Lucena Field Office</i>
	3. Final review of details. 3.1 SSRN generation	None	5 minutes	<i>Window 2 Lucena Field Office</i>
	4. Release of claim stub with SSRN.	None	2 minutes	<i>Window 2 Lucena Field Office</i>
	TOTAL	None		15 minutes



5. Amendment/ Correction of Admission (for Temporary Visitor’s Visa only and upon approval of Immigration Regulation Division)

5.1. Amendment of Admission

It is a procedure of changing the appropriate admission of foreign nationals who have visa statuses other than 9(a) visa but failed to present the required documentation upon admission.

Office or Division:	Lucena Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals with incorrect admission	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph , copies available at Lucena Immigration Field Office		
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant	
2. Valid original passport	Applicant	
3. Present: 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	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer Lucena Field Office</i>
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	30 Seconds	<i>Evaluation Officer Lucena Field Office</i>
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	<i>2 Days*</i>	<i>Frontline personnel IRD</i>
	2.1. Check the Derogatory records.	None	10 Minutes	<i>Staff IRD</i>
	2.2 Review and approve the application	None	10 Minutes	<i>Staff IRD</i>
	2.3 Implement the amendment on passport	None	5 Minutes	<i>Immigration Officer IRD</i>

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	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 days*	Staff IRD
3. Await the notification on the approval of the application.	3. Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	Staff IRD
4. Present the Claim Stub and Receive the passport	4. Secure the claim stub and release the passport.	None	1 Minute	Staff Lucena Field Office
TOTAL if application is filed at IRD Main Office		None Courier Fees	36 minutes, 30 seconds	
TOTAL if application is filed thru Subport Offices			4 days, 36 minutes, 30 seconds*	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time



5.2. Correction of Admission

It is a procedure of changing the erroneous admission made in the ports to the appropriate admission status.

Office or Division:	Lucena Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals with erroneous admission	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)		
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant	
2. Valid original passport	Applicant	
3. Present: 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 For Balikbayan: Photocopy of Marriage or Birth Certificate	Applicant	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer Lucena Field Office</i>
2. Receive the claim stub.	2. Issue the claim stub to the applicant indicating the date of release.	None	30 Seconds	<i>Evaluation Officer Lucena Field Office</i>
	<i>For Support: Transmit application to IRD Main Office</i>	Courier Fees	2 days*	<i>Alien Control Officer (ACO) Concerned Support Office</i>
	2.2. Checking of Derogatory records	None	10 mins	<i>Staff IRD</i>
	2.3. Review and approval/disapproval of application	None	10 Minutes	<i>Staff IRD</i>
	2.4. To implement the correction on passport	None	5 Minutes	<i>Immigration Officer (IO) IRD</i>

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	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 days*	Staff IRD
3. Notification of client	3.1. To notify client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	Staff LIFO
4. Present the Claim Stub and Receive the passport with the correction	4.1. Secure claim stub and release the passport	None	1 Minute	Staff Lucena Field Office
TOTAL if application is filed at IRD Main Office		None Courier Fees	36 mins, 30 secs	
TOTAL if application is filed thru Subport Offices			4 days, 36 mins, 30 secs*	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time



6. Certified True Copy (CTC) of Aliens Annual Report

Office or Division:	Lucena Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card with Annual Report Mastercard	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card		Applicant
2. Original Passport		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the checklist of requirements	1. Evaluate the submitted documents prepare the Certified true copy of Mastercard	None	5 minutes	Receiving Staff <i>Lucena Field Office</i>
	1.1 Prepare the Certified true copy of Mastercard	None	5 minutes	Staff <i>Lucena Field Office</i>
	1.2 Assess the fee	None	5 minutes	Assessor <i>Lucena Field Office</i>

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 500.00	10 Minutes	<i>Cashier Lucena Field Office</i>
	Release the CTC of Annual Report Mastercard	None	5 minutes	<i>Releasing Staff Lucena Field Office</i>
TOTAL:		None	20 Minutes	



7. Emigration Exit Clearance (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Lucena Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)

Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Lucena Immigration Field Office
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Lucena Immigration Field Office
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant
4. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (2 copies)	Applicant
7. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)
8. Printed itinerary of departure	Applicant

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9. Original Certificate of Live Birth <i>Note: Applicable to Applicants who are born in the Philippines</i>	Applicant
10. Affidavit of Relationship <i>Note: Applicable to Applicants who are born in the Philippines</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Receiving staff/officer Lucena Field Office</i>
2. Secure the Order of Payment Slip (OPS).	2. The DIFO staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor Lucena Field Office</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier Lucena Field Office</i>
4. Submit the Official Receipt (OR)	4. DIFO staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff Lucena Field Office</i>
	4.1 For Fingerprint Verification, DIFO staff encodes and prints the ECC/CE	None		<i>ECC Typist Lucena Field Office</i>
	4.2 Final review and approval	None	1 day	<i>ACO Lucena Field Office</i>

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5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Lucena Field Office</i>
TOTAL:		See schedule of fees	3 days, 38 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)	
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year	
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year	
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>	



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

Extension of RP of ACR I-Card based registered aliens with permanent resident visa and Extension of SRC of ACR I-Card based registered aliens with temporary resident visa.

Office or Division:	Lucena Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa or temporary resident visa, who departed for a temporary sojourn abroad but intend to return with expiring or expired RP or SRC upon payment of Annual Report.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter for extension of RP/SRC addressed to the BI Commissioner thru Chief ARD		BI Lucena Field Office
2. ACR I-Card (1 photocopy)		Applicant
3. Passport biopage and latest departure (1 photocopy)		Applicant
4. Copy of Official Receipt of RP/SRC/ECC payment/s		Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information,	None	5 minutes	Staff Lucena Field Office
2. Submit the filled-out application form and other documentary requirements	2. Receive the application, check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS). 2.1 Notify the applicant of the lacking document/s, if any.	None	10 to 15 minutes	Staff Lucena Field Office
3. Present the OPS to Cashier for payment	3. Issue the Official Receipt (OR).	For one (1) year: P2,010.00 (plus MR fees P510.00 if applicable); For six (6) months: P1,510.00 (plus MR fees P510.00 if applicable)	10 minutes	Cashier Lucena Field Office
4. Submit the application with OR.	4. Receive the application and endorse it to the assigned Registration Officer.	None	5 to 10 minutes	Staff Lucena Field Office

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	4.1 Write the valid extension period of RP/SRC on the OR.	None		<i>Registration Officer Lucena Field Office</i>
	4.2 Review, implement RP or SRC extension in the ACR I-Card system.	None	1 hour	<i>Acting Chief Lucena Field Office</i>
5. Claim the document/s. (Extension of RP or SRC)	5. Release the original OR with notation of Extension of RP or SRC to the subject. <i>Note: Proof of release/applicant's receipt of the document recorded in the logbook.</i>	None	5 minutes	<i>Staff Lucena Field Office</i>
	TOTAL	For one (1) year: P2,010.00 (plus MR fees P510.00 if applicable) For six (6) months: P1,510.00 (plus MR fees P510.00 if applicable)	1 hour, 45 minutes	



9. 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:	Lucena Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	<p>All foreign nationals, who are:</p> <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer Information Counter Lucena Field Office</i>
0. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer Data entry staff/ officer Lucena Field Office</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessors Lucena Field Office</i>



0. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	10 minutes	Cashier <i>Lucena Field Office</i>
0. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementer <i>Lucena Field Office</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	7 days	

10. Special Working Permit

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Office or Division:	Lucena Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	A foreign national who shall engage in gainful employment for three to six months.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PRINCIPAL – APPLICANT	
1. Letter-request addressed to the Commissioner from the Petitioning company.	Petitioning Company
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3).	Applicant
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties.	Petitioning Company

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<p>5. Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>Petitioning Company</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>7. BI Clearance Certificate.</p>	<p>BI Lucena Field Office</p>



PETITIONER / COMPANY	
<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and • Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name. 	<p>Petitioning Company</p>
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS.</p>	<p>Petitioning Company</p>
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>Bureau of Internal Revenue (BIR)</p>

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<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <p>b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or b.5.) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <p>c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>Petitioning Company</p>
<p>5. Mayor's Permit.</p>	<p>Local Government Unit (LGU)</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for.</p>	<p>Petitioning Company</p>

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<p>7. A sworn declaration of the petitioning company operating in the Philippines: a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services)</p>	<p>Petitioning Company</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the filled-out application form and documentary requirements.</p>	<p>1. Receive and review completeness of application and eligibility of applicant.</p>	<p>None</p>	<p>10-15 minutes</p>	<p><i>Receiving Lucena Field Office</i></p>
<p>2. Secure the Order of Payment Slip (OPS).</p>	<p>2. The staff transmits the SWP application for derogatory checking and issuance of OPS.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Assessor Lucena Field Office</i></p>

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3. Present the OPS to the Cashier for payment.	3. Issuance of Official Receipt (OR).	Application Fee - PHP 4,000 Legal Research Fee (LRF) - PHP 40 Service Fee - PHP 100 SWP Fee - PHP 800 Certification Fee - PHP 500 Express Lane Fee – Certification - PHP 500 Express Lane – Filing - PHP 500 <i>Note: If with ACR I-card, additional 50 U.S. dollars will be added. (BSP Forex Rate)</i>	5 minutes	<i>Cashier Lucena Field Office</i>
4. Submit the Official Receipt (OR).	4. Processing of SWP Order. 4.1 Receives the Official Receipt (OR).	None	15-20 minutes	<i>Receiving/Releasing Staff Lucena Field Office</i>
	4.2 Encodes the applicant's data in the system (VIMS).			
	4.3 Prints the SWP Order.			
	4.4 Final review and approval.	None	10 minutes	<i>Evaluating Officer Lucena Field Office</i>

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	4.5 Releases the approved SWP Order.	None	1 minute	<i>Receiving/Releasing Staff Lucena Field Office</i>
	TOTAL :	PHP 6,440 <i>Note: ACR I-card fee not included.</i>	45 minutes – 56 minutes	



11. School Representative ID

Office or Division:	Lucena Immigration Field Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	A representative of an Accredited School.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from the BI-accredited school;		Applicant		
2. Two (2) original copies of duly accomplished Accreditation ID Application form (BI FORM 2014- 02-008 Rev 0);		Applicant		
3. Two (2) pieces of 2x2 colored photograph of the applicant with white background and must be taken within the last three (3) months from the date of application;		Applicant		
1. Valid Police or NBI Clearance;		Philippine National Police / National Bureau of Investigation		
2. Duly authenticated photocopy of school-issued ID;		Applicant		
3. Proof of employment in the school;		Petitioning School		
4. Updated school report of foreign students;		Petitioning School		
8. Photocopy of approved Order of BI-school accreditation; and				
9. Two (2) photocopies of official receipt for the accreditation ID application.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	1. Evaluation of documents.	None	10 minutes	<i>Evaluating Officer Lucena Field Office</i>

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	2. Assessment of Fees	None	5 minutes	Assessor <i>Lucena Field Office</i>
	3. Payment of Fees	School Accreditation ID – PHP 350.00	5 minutes	Cashier <i>Lucena Field Office</i>
	4. Submission to SVS via courier	None	*1 month processing at Student Visa Section	Staff <i>Lucena Field Office</i>
	5. Releasing of School Representative ID	None	5 minutes	Releasing Staff <i>Lucena Field Office</i>
TOTAL:		PHP 350.00	30 days and 25 minutes	



12. Vessels Boarding Formalities and Inspection

Office or Division:	Lucena Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	1.) All shipping agencies engaged in facilitating mercantile traffic crossing borders. 2.) Captains/skippers of vessels crossing the Philippine territory.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Crewlist, Notice of Arrival	Captain/skipper of arriving vessel
2. Paid Visa Crewlist or 9c visa	BI Lucena Field Office. Vessel may also secure 9c visa from nearest Diplomatic Post outside of the country.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required advance notices and documents	Receive and review documents from shipping agencies or skippers	none	1 hr	<i>Boarding Officer Lucena Field Office</i>
2. Pay appropriate visa crewlist	Issue Official Receipts of payment	P100 visa, P10 LRF per crew	1 hr	<i>Collecting Officer Lucena Field Office</i>

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3. Conduct of vessel inspection	Inspect and review travel documents of crew aboard vessel. Issue ORs if any	Imposed penalties, if any	3 hr	Boarding Officer <i>Lucena Field Office</i>
	TOTAL	P100 visa, P10 LRF per crew	5 hours	



13. Issuance of Port Clearance

Office or Division:	Lucena Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	1. All shipping agencies engaged in facilitating mercantile traffic crossing borders. 2.) Captains/skippers of vessels crossing the Philippine territory.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Provide Departure Crewist		Furnish assigned boarding officer
2. Secure Immigration Port Clearance		Issued by Boarding Officer after inspection of vessel



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform BI of the time and date of departure of vessel	Received notice of departing vessel	none	2 hours	<i>Boarding officer Lucena Field Office</i>
	Total	None	2 hours	

14. Crewlist Visa Fee

Office or Division:	Lucena Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Arriving foreign vessels who failed to secure 9C visa before arrival. Request are file thru their authorized shipping agent or local manning agent.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vessel Crewlist (Vessel that arrived from foreign port).		Authorized shipping agent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Vessel Crewlist.	1. Checks and verifies Vessel Crewlist details (number of foreign crew, name of shipping as payor, vessel voyage number) 1.1. Issuance of Order of Payment Slip (OPS)	None	5 minutes	<i>Assessor Window 1 Lucena Field Office</i>

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2. Present the OPS to the Cashier for payment.	2. Issuance of Official Receipt (OR).	Administrative Fine - PHP 500 per foreign crew member Visa Fee - PHP 100 per foreign crew member Legal Research Fee (LRF) - PHP 10 per foreign crew member Express Lane Fee - PHP 500	5 minutes	<i>Cashier</i> Window 1 Lucena Field Office
TOTAL			10 minutes	



NAGA IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Alien Registration Program (ARP)

Office or Division:	Bureau of Immigration, Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	Tourists who will stay for more than 59 days in the Philippines.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly filled-out BI-FORM 2014-08-019 Rev 0 Alien Registration Program			Counter 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the completely filled-out application form.	Encode the received application and process biometric capturing.	None	10 minutes	<i>Immigration Assistant BI-Naga Field Office</i>
	Issue Special Security Registration Number Receipt.	None	1 minute	<i>Immigration Assistant BI-Naga Field Office</i>
	TOTAL		11 minutes	



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the "Alien Registration Act of 1950," ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Bureau of Immigration, Naga Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		Applicant	
2. Original Passport		Applicant	
<i>Note: For dispute purposes, applicant may present Official receipts of previous annual report payments</i>			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Counter 1.	1. Receive and evaluate the completeness of documents presented.	None	5 minutes	Receiving Officer/Evaluator
	2. Take photograph and issue Order of Payment Slip.	None	5 Minutes	Assessor
2. Submit the OPS to the cashier for payment	3. Issuance of Official Receipt	Annual Report Fee: Php 300	10 minutes per applicant	<i>Collecting Officer BI-Naga Field Office</i>



		<p>Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>		
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



3. Biometrics Capturing

Foreign nationals applying for visa shall provide their fingerprint, image and signature thru electronic-based method.

Office or Division:	Bureau of Immigration, Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	(1) Applicants applying for Visa Conversion including Voluntary Registrants (Balikbayans, and those under Special Laws); (2) Applicants with Visas Granted by the Philippine Embassies, except Section 9A			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled up ACR I-Card Consolidated General Application Form		Counter 1		
Photocopies of : (i) passport biopage; (ii) latest arrival and Applicant departure; (iii) latest visa extension; and (iv) proof of payment				
3. For applicants applying for working visa under Sec. 9(g), in addition to numbers 1 and 2 checklist of requirements, a photocopies of Alien Employment Permit (AEP) and ITR		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out ACR I-card Application form.	1. Receive the completely filed-out ACR I-card application/s.	None	2 minutes per applicant	<i>Receiving/Evaluator</i>
	2. Encode the received applications.	None	5 minutes per applicant	<i>Fingerprint Officer Immigration Assistant</i>
	4. Process the biometric capturing.	None	5 minutes per applicant	<i>Fingerprint Officer Immigration Assistant</i>

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	4. Issue claim stub to the applicant.	None	1 minute	<i>Evaluator</i>
	5. Evaluate the ACR I-Card application with captured biometrics and prepare transmittal to ARD-CGAF Unit..	None	1 hour	<i>Registration Officer</i>
	TOTAL:	None	1 Hour and 13 Minutes	



4. Correction of Admission

It is a procedure of changing the erroneous admission made in the ports to the appropriate admission status.

Office or Division:	Bureau of Immigration, Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Foreign nationals with erroneous admission			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph , copies available at Public Information Assistance Unit (PIAU)				
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)			Applicant	
2. Valid original passport			Applicant	
3. Present: 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 For Balikbayan: Photocopy of Marriage or Birth Certificate			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	Evaluation Officer/ Counter 1
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	30 Seconds	Evaluation Officer

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	Office	Courier Fees		Officer (ACO) Concerned Subport Office
	2.2. Checking of Derogatory records	None	10 mins	Staff IRD
	2.3. Review and approval/disapproval of application	None	10 Minutes	Staff IRD
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 days*	Staff IRD
3. Notification of client	3.1. To notify client via phone call/BI website/IRD monitor on the approval of the application	None	5 Minutes	Staff
4. Present the Claim Stub and Receive the passport with the correction	4.1. Secure claim stub and release the passport	None	1 Minute	Staff BI-Naga
TOTAL if application is filed at IRD Main Office		None	36 mins, 30 secs	
TOTAL if application is filed thru Subport Offices		Courier Fees	4 days, 36 mins, 30 secs*	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time



5. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Bureau of Immigration, Naga Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following:		Registration Officer, Counter 1, Bureau of Immigration Naga Field Office/ BI Website www.immigration.gov.ph/	
1. Accomplished Tourist Visa Extension Form		Applicant	
2. Passport of the applicant (original)		Applicant	
3. Bio page of the passport and latest arrival stamp (1 photocopy)		Applicant	
<i>Additional requirements per visa category:</i>		Applicant	
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable			
2. Photocopy of BI Accreditation ID of the Travel Agent			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Review the completeness of application	None	5 Minutes	Assessor Counter 2 Bureau of Immigration Naga Field Office

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1. Submit the completely filled-out application form, original passport and other supporting documents.	1.1 Check the derogatory record			
	<i>Without derogatory hit:</i>	None	15 Minutes	Assessor Counter 2 Bureau of Immigration Naga Field Office
	Issue BI Clearance Certificate			
	<i>With derogatory hit:</i>	Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance		
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessor Counter 2 Bureau of Immigration Naga Field Office
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors Counter 2 Bureau of Immigration Naga Field Office

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<p>2. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa</p> <p>Regular Lane: Php 2,130 w/ valid visa</p>	<p>10 Minutes</p>	<p><i>Acting Collection Officer</i> Counter 3 Bureau of Immigration Naga Field Office</p>
<p>3. Submit the OR.</p>	<p>3. Approval of visa extension</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Alien Control Officer</i> Bureau of Immigration Naga Field Office</p>
	<p>3.1 Implementation of visa extension</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Alien Control Officer</i> Bureau of Immigration Naga Field Office</p>
	<p>3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Staff-in-charge</i></p>
<p>4. Present the BI Clearance Certificate and Conformity Sheet</p>	<p>4. Validate the BI Clearance Certificate and Conformity Sheet.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Staff-in-charge</i></p>

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5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Registration Officer</i> Counter 1
TOTAL if processed under Express Lane		Php 3,130	1 hour and 4 minutes	
TOTAL if processed under Regular Lane		Php 2,130	3 working days	



6. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

	Bureau of Immigration, Naga Field Office	
	Complex Transaction	
	Government to Citizen (G2C)	
	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
	B. <i>For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days</i>	2) Second extension of 38 days visa waiver
	C. <i>For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days</i>	3) Monthly or every 2 months extension thereafter
	D. <i>For holders of Hong Kong SAR passports: FSC 125-10; 14 Days</i>	Allowed to extend only for 14 days
	E. <i>For holders of Macau SAR passports: FSC 122-11; 14 Days</i>	1) Initial extension of 7 days
		2) Second extension of 38 days visa waiver
		3) Monthly or every 2 months extension thereafter

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	F. <i>For holders of Indian passports with AJACSSUK Visa:</i> FSC 36-10; 14 days	Allowed to extend only for 7 days
	G. Executive Order No. 408 (EO408); 30 Days	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
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF. 001.Rev 02)	Registration Office, Counter 1, Bureau of Immigration Naga Field Office www.immigration.gov.ph	/BI Website
2. Passport of the applicant (original)	Applicant	
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant	

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<p><i>Additional requirements per visa category:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or</p> <p>2. Photocopy of BI Accreditation ID of the Travel Agent</p>	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled-out application form, original passport and other supporting documents.</p>	<p>1. Review the completeness of application</p>	None	5 Minutes	<p>Assessor Counter 2 Bureau of Immigration Naga Field Office</p>
	<p>1.1 Check the derogatory record</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	None	15 Minutes	<p>Assessor Counter 2 Bureau of Immigration Naga Field Office</p>
	<p>1.2 Verify the travel record (latest arrival details, admission status, etc.)</p>	None	13 Minutes	<p><i>Staff-in-charge</i></p>



	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require		5 Minutes	Staff-in-charge
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	the applicant to affix his name and signature thereon	None		
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Acting Collection Officer Counter 3 Bureau of Immigration Naga Field Office
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Alien Control officer Bureau of Immigration Naga Field Office
	3.1 Implementation of visa extension	None	5 Minutes	Alien Control officer Bureau of Immigration Naga Field Office
	3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	Registration Officer Counter 1 Bureau of Immigration Naga Field Office
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	Staff-in-charge
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL if processed under Express Lane		Total fees depends on visa category and	1 hour and 4 minutes	
TOTAL if processed under Regular Lane			3 working days	



7. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Bureau of Immigration, Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)			
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL). 4. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		Counter 1		
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		Counter 1		
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant		
5. Passport Biopage, Latest arrival stamp (1 photocopy each) Proof of Payment of All Previous and Latest Visa extensions.		Applicant		
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Registration Officer
2. Secure the Order of Payment Slip (OPS).	2. For dero checking and issuance of Order of Payment Slip	None	15 minutes	Evaluator/Counter 2
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier Acting Collecting Officer/ BI-Naga Field Office
	4. Prepares the ECC AND CE			Staff-in-Charge
	5. For Final Review and Signature			Alien Control Officer

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)



8. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Bureau of Immigration, Naga Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Counter 1
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Counter 1
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	Counter 1
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant

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If traveling with parent: a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship		Applicant		
If travelling with legal guardian: a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s		Parent/Guardian		
If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent		Parent/Guardian		
For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Reviewing Officer
2. Secure the Order of Payment Slip (OPS).	2. The BI-Naga staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	Evaluator
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier Acting Collecting Officer
4. Submits the Official	4. Encodes and prints the CE for		15 minutes	Staff-in-Charge

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Receipt (OR).	review of the ACO.			
	5. For Final review and signature.		10 Minutes	Alien Control Officer
	6. Release the ECC.			Counter 1
	TOTAL		1 Hour	

Transaction for Minor with previous extensions or updates

- Certificate of Exemption (Php 200) + LRF (Php 10)
- A-Cert Fee (Php 500) + LRF (Php 10)
- Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
- Express Lane Fee (Php 500), *if all fees paid*

Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country

- ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
- A-Cert Fee (Php 500) + Certificate of Exemption (Php 200) + LRF (Php 20) + Express Lane Fee (Php 500)
- Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
- Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



9. Issuance of Special Return Certificate (SRC) and Re-Entry Permit (RP)

or Division:	Bureau of Immigration, Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)			
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		WHERE TO SECURE		
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)		Counter 1		
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)		Applicant		
3. Passport biopage, passport bearing the visa implementation page and latest departure stamp (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and complete requirements.	None	10 minutes	<i>Receiving Officer</i>
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Refer to the table of fees below	10 minutes	<i>Cashier Acting Collecting Officer, BI-Naga Field Office</i>
3. Submit the OR.	3. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's O.R. the ECC/CE-B number and RP/SRC validity.	None	5 Minutes	<i>Data Encoder</i>

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4. Claim the OR with notation of RP/SRC Validity	4. Release O.R. to the applicant.	None	2 Minutes	Staff-in-Charge Counter 1
	TOTAL:		27 minutes	
RP/SRC (1 YEAR) ADULT - Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)				
RP/SRC (6 MONS.) ADULT - Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)				
RP/SRC (1 YEAR) MINOR - Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)				
RP/SRC (6 MONS) MINOR - Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)				



10. Petition For Retention/ Re-Acquisition Of Philippine Citizenship Under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	Bureau of Immigration, Naga Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Natural born citizens of the Philippines who: (i) were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and (ii) Those who become foreign citizens after the effectivity of RA 9225
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form 2014-01-004 Rev 1)	Bureau of Immigration's (BI) website and/or Dual Citizenship Office
1. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	Applicant
2. Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer. If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following: Two (2) Original copies of Oath of Allegiance taken before any person duly authorized to administer oath; and Affidavit of Justification or Explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer.	Dual Citizenship Office Notary Public Notary Public

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<p>3. Original Copy of proof as natural-born Philippine Citizen: Philippine Birth Certificate; Cancelled Philippine Passport (to be placed in an envelope); Voter's Identification Card; Philippine Marriage Certificate indicating the Philippine Citizenship of the Petitioner); or Any other Philippine-issued official document proving natural-born citizenship.</p>	<p>a. Philippine Statistics Authority b. Applicant c. COMELEC and/or Applicant d. Philippine Statistics Authority e. Issuing office and/or Applicant</p>
<p>4. Original and photocopy of valid foreign passport</p>	<p>Applicant</p>
<p>5. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language or, an Affidavit stating how and when foreign citizenship was acquired.</p>	<p>Applicant Notary Public</p>
<p>6. For BI-Registered Aliens: Original ACR I-Card or Alien Certificate of Registration; and/or Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss if (a) and/or (b) are lost.</p>	<p>a. Applicant b. Applicant Notary Public</p>



<p>7. In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign passport's machine readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:</p> <p>Affidavit of one and the same person executed by the applicant acknowledging all obligations, responsibilities and liabilities under all names and an explanation on the discrepancies; and</p> <p>Substantial proof on how the applicant acquired the varied name/s such as but not limited to:</p> <ul style="list-style-type: none">) Marriage Certificate;) Annotation in the passport or Birth Certificate of varied name;) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document;) Annotation in the Certificate of Naturalization or Citizenship of the varied names; or) Philippine-issued official document indicating varied names. 	<p>a. Notary Public</p> <p>b(i).Philippine Statistics Authority b(ii).Philippine Statistics Authority and/or Applicant b(iii).Issuing office and/or Applicant b(iv).Issuing office and/or Applicant b(v).Issuing office and/or Applicant</p>
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**Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements; b. Complete all the required documents.</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>5 to 10 minutes</p>	<p><i>Counter 1</i></p>
<p>2. Submit the application folder for pre-evaluation at the Public Information Assistance Unit (PIAU).</p>	<p>2. Assess the completeness of submitted documents and endorse the application for payment</p>	<p>None</p>	<p>If complete, within 10-12 minutes</p>	<p><i>Evaluator</i></p>
<p>3. Proceed to Window 12 and present Foreign Passport and application folder</p>	<p>3. Assess and generate Order of Payment Slip (OPS).</p>	<p>None</p>	<p>10-12 minutes</p>	<p><i>Assessor</i></p>
<p>5. Present the OPS to the cashier for payment of the required fees.</p>	<p>5. Issue the Official Receipt (OR).</p>	<p>Regular: Principal Php 3,010.00 Express: Principal Php 3,010.00</p>	<p>10 minutes</p>	<p><i>Cashier</i></p>
	<p>6. Prepares the indorsement to the Dual Citizenship Office.</p>	<p>None</p>	<p>10 to minutes</p>	<p><i>Staff-in-Charge</i></p>

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	7. For Final review and signature of the ACO.	None	10 Minutes	<i>Alien Control Officer</i>
	8. For transmittal to the Dual Citizenship Office.	None		<i>Dual Citizenship Office</i>
TOTAL:			20-40 working days	



11. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

permanent resident visa (except native-born visa), temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Bureau of Immigration, Naga Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly filled-out BI FORM 2015-08-002 Rev 0	Counter 1, BI-Naga Field Office
	2. Original ACR I-Card	From applicant
	3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay.	From applicant
	4. Additional Requirements:	
	A. Letter request for early renewal or explanation for late renewal	(A) From applicant
	B. For a Lost ACR I-Card:	(B) Lost ACR I-Card
	(i) Letter request	(i) Applicant
	(ii) Affidavit of Loss	(ii) Applicant, notary service available outside of Bureau
	(iii) Police Report	(iii) nearest Police Station where lost occurred.
	(iv) Biometric (fingerprinting) capturing after filing of application	(iv) Naga Immigration Field Office
	C. For Amendment/s:	C. Amendment/s
	•Name/DOB:	•Name/DOB:
	(i) Court Order (if applicable)	(i) Issuing Court
	(ii) Amended/Corrected PSA Birth Certificate	(ii) PSA
	(iii) Affidavit of Amendment of DOB/Name/Inclusion of Name with	(iii) from applicant, notary service available outside of Bureau
		(iv) Naga Immigration Field Office



explanation of the discrepancies
(iv) Biometric (fingerprinting) capturing after filing of application

- Citizenship/Nationality:
 - (i) Official document proving change of citizenship/nationality (e.g. passport, travel document)
 - (ii) Affidavit of Change of Citizenship/Nationality
- Civil Status:
 - (i) Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or

- Citizenship/Nationality:
 - (i) from applicant
 - (ii) from applicant, notary service available outside of Bureau
- Civil Status:
 - (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents
 - (ii) from applicant, notary service available outside of Bureau

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<p>Annulment/Divorce Decree issued by PSA, court or authenticated by the Philippine Consulate) (ii)Affidavit of Change of Civil Status</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>D. For a Damaged ACR I-Card: (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>		<p>•Address: (i)LGU of applicant's place of residence (ii)from applicant, notary service available outside of Bureau</p> <p>D. Damaged ACR I-Card: (i)from applicant (ii)Cashier. (iii) From applicant.</p>		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 minutes	Receiving Officer/Counter 1
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS) 2.1 Advise re-registration applicants to return to CS Registration Officer after payment of fees.	None	15 minutes	Evaluator

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	2.2 Sign the Checklist of Requirements.			
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See table below	10 minutes	Cashier, Acting Collecting Officer
4. Proceed to the capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	15 minutes	Fingerprint Examiner
	5. Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	Fingerprint Examiner
	5.1 Review the application.	None	15 minutes	Registration Officer
	5.2 Final Review and Indorsement of Application to the ARD Chief.	None	15 minutes	Alien Control Officer
	5.3 Transmit the application to Alien Registration Division via local courier.	None	3-7 days	Staff-in-Charge
	5.4 On process at the Main Office.	None	7-14 days	
	6. For transmittal to Naga		3-7 days	Data Trail Corporation

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Immigration Field Office via courier.				
To present claim stub to claim ACR I-Card	7.To release ACR I-Card to subject.	None	5 minutes	Staff-in-Charge
	TOTAL		22 days and 1 hour and 30 minutes	



A	For Lost ACR I-Card: ▪ACR I-Card fee <u>▪Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE-(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	with Amendment/s: ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	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:	

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	<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>
E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00



12. Accredited Liaison Officer ID Issuance

Accredited Liaison Officers are issued Identification Cards for purposes of transacting with the Bureau.

The Liaison Officer ID has a validity of 1 year, indicated on the reverse side of the card. Renewal is required every year.

A penalty of Php 500 will be applied in addition to the below-denoted fees in case of late renewal of Liaison Officer ID

Office or Division:	Bureau of Immigration, Naga Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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
	1. Endorsement letter from accredited Schools/Institution	Applicant
	2. Two (2) Original, fully accomplished copies of Application Form (BI Form 2014-02-008 Rev. 0)	BI website or Information Counter, Counter 1
	3. Two (2) 2x2 ID picture with white background taken within 3 months prior to application	Applicant
	4. Valid PNP/ NBI Clearance	PNP/NBI
	5. Duly-authenticated copy of school-issued ID	School
	6. Proof of employment in the school	School
	7. Updated school report on foreign students	School
	8. Photocopy of Bureau- issued Certificate of Accreditation of School/Institution	School

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9. Two (2) photocopies of official receipt of payment for Accredited Liaison Officer application		BI-Naga Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i>
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php 850.00	5 to 10 minutes	<i>Cashier, Acting Collecting Officer</i>
	4. For transmittal to the Student Visa Section via local courier.		5 Minutes	<i>Staff-in-Charge</i>
	5. Print and release ID Card duly signed by the Section Chief	None		<i>Student Visa Section</i>

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4. Present the Official Receipt.	6. Notify the applicant and release the ID Card.	None	5 Minutes	
TOTAL: Php 850.00			Express: 2 days, 35 minutes Regular: 3 days, 35 minutes	



13. 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 and Medicine program at a duly accredited learning institution.

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:	Bureau of Immigration, Naga Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	The 9f Student Visa Conversion is issued to a foreign national who has established that: <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;		Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;		BI website or Information Counter, BI-Naga Field Office
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;		Applicant/client & Bureau of Quarantine

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4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	BI-Naga Field Office
11. Valid Passport	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving staff/officer Information Counter/Counter 1

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2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and	None	1-3 days (Express) 7 days (Regular)	<i>Evaluator</i>
	2.1 Enter applicant's details in the system. Issue the Order of Payment Slip (OPS).	None	5 to 10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p><i>Php 9,720.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</i></p> <p><i>Php 8,220.00 plus ACR I-Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)</i></p>	10 minutes	<i>Cashier</i>
	Prepare the indorsement.		10 Minutes	<i>Staff-in-Charge</i>
	For final review and signature of ACO.		15 Minutes	<i>Alien Control Officer</i>
	For transmittal to the Student Visa Section via local courier.		10 Minutes	<i>Staff-in-Charge</i>
	On-process at the Student Visa Section		3-7 days	
	Notify the Liaison Officer once application is approved.		5 Minutes	<i>Staff-in-Charge</i>

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4. Submit the Original passport and Claim Stub.	Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.	None	15 minutes	<i>Alien Control Officer</i>
TOTAL	Express		3 days	
	Regular		7 days	



14. 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:	Bureau of Immigration, Naga Field Office
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	1. Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Counter 1
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	3. Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	4. Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	5. Previous school

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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;	6. Commission on Higher Education			
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	7. Petitioning school			
8. BI Clearance Certificate;	8. BI-Naga Field Office			
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	9. Bureau of Quarantine			
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).	10. National Bureau of Investigation			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving staff/officer Information Counter/Counter 1
3. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and	None	1-3 days (Express) 7 days (Regular)	Evaluator
	2.1 Enter applicant's details in the system. Issue the Order of Payment Slip (OPS).	None	5 to 10 minutes	Assessor

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4. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	10 minutes	Cashier, Acting Collecting Officer/BI-Naga Field Office
	Prepare the indorsement.		10 Minutes	Staff-in-Charge
	For final review and signature of ACO.		15 Minutes	Alien Control Officer
	For transmittal to the Student Visa Section via local courier.		10 Minutes	Staff-in-Charge
	On-process at the Student Visa Section		3-7 days	
	Notify the Liaison Officer once application is approved.		5 Minutes	Staff-in-Charge
5. Submit the Original passport and Claim Stub.	Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.	None	15 minutes	Alien Control Officer
TOTAL	Express	Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	3 days	



15. School Accreditation (Private, ESL)

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:	Bureau of Immigration, Naga Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	1. School records/ Securities and Exchange Commission	
2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	2. School records/ Securities and Exchange Commission	
3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	3. Federation of Accrediting Agencies of the Philippines	

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4. List of accredited courses and program and Certificates of Technical Education and Skills Development Authority (TESDA)		4. TESDA		
5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		5. School records		
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		6. School records		
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		7. School records		
8. Latest valid Business Permit		8. LGU		
9. Latest valid Sanitary Permit		9. LGU		
10. Latest valid Fire Safety Inspection Certificate		10. LGU		
11. Trainers Methodology Certificate/ TESOL Certificate		11. TESOL Philippines/ TESDA		
12. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		12. Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details.	None	1-2 days (Express) 4-6 days (Regular)	<i>Evaluator</i>

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	2.1 Enter the applicant's details in the system.			<i>Evaluator</i>
	2.3 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.		5 to 10 minutes	<i>Cashier</i>
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	1-3 months (Express or Regular)	<i>Inspection Officers lead by Alien Control Officer</i>
5. Present the notice of payment	4. Issue Order of Payment Slip for Accreditation fee.	None	5 to 10 minutes	<i>Assessor</i>
6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	5 to 10 minutes	<i>Cashier</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	NONE	5 minutes	<i>Alien Control Officer</i>

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TOTAL	Express	Php 50,510.00	1-2 months	
	Regular	Php 50,510.00	3 months	

16. School Accreditation (Public)

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:	Bureau of Immigration, Naga Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All authorized representatives of Publicly-owned Schools, Colleges, Universities, Medical Institutions, Flying Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certified True Copy of Charter for State Universities and Colleges;		1. School records	
2. Level II Certificate of Accreditation issued by National Network of Quality Assurance Agencies (NNQAA);		2. National Network of Quality Assurance Agencies	
3. List of accredited courses and programs and Certificates of Commission on Higher Education (CHED)/ Department of Education (DepEd)/ License to Operate from Department of Health (DOH)		3. CHED, DepEd, or DOH	
4. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);		4. School records	

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5. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;		5. School records		
6. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;		6. School records		
7. Latest Sanitary Permit		7. LGU		
8. Latest Fire Safety Inspection Certificate		8. LGU		
9. BIR Certificate of Registration		9. BIR		
10. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section		10. Applicant School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details	None	1-2 days (Express)	<i>Evaluator</i>
			4-6 days (Regular)	
	2.1 Enter applicant's details in the system.	None	1-2 days (Express)	<i>Assessor</i>
			4-6 days (Regular)	



	2.2 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to 10 minutes	Assessor
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	5 to 10 minutes	Cashier
4. Assist the BI inspection team	4. Conduct ocular inspection in the school premises and prepare inspection report. <i>*schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors</i>	None	1-3 months (Express or Regular)	Inspection Officers lead by Alien Control Officer
5. Present the notice of payment	5. Issue Order of Payment Slip for Accreditation fee.	None	5-10 minutes	Assessor



6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 10,510.00 REGULAR: Php 10,010.00	5 to 10 minutes	<i>Cashier, Acting Collection Officer, BI- Naga Field Office</i>
7. Present the Official Receipt / Claim Stub	7. Release the Accreditation Order duly signed by the Commissioner	None	5 minutes	<i>Alien Control Officer</i>
TOTAL	Express	Php 10,510.00	1-2 months	
	Regular	Php 10,010.00	3 months	



17. 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:	Bureau of Immigration, Naga Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
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 ESDA 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	
WHERE TO SECURE	
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI website or BI-Naga Field Office
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school

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National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		National Bureau of Investigation		
BI Clearance Certificate.		BI-Naga Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	<i>Cashier, Acting Collecting Officer</i>
	3.1 Prepare Order.			<i>Staff-in-Charge</i>

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	3.2 For final review and signature.			<i>Alien Control Officer</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Staff-in-Charge</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	



18. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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.

Office or Division:	BI-Naga Field Office																																																																	
Classification:	Highly Technical																																																																	
Type of Transaction:	G2C – Government to Citizen																																																																	
Who may avail:	<p>The spouse and/or the unmarried child below 21 years old of a Philippine citizen Applicants must be nationals of the following countries:</p> <table border="0"> <tr> <td>Algeria (Female)</td> <td>Greece</td> <td>Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> <tr> <td>Cuba</td> <td>Macau SAR</td> <td>Suriname</td> </tr> <tr> <td>Czech Republic</td> <td>Malaysia (Female)</td> <td>Sweden</td> </tr> <tr> <td>Denmark</td> <td>Malta**</td> <td>Switzerland</td> </tr> <tr> <td>Ecuador</td> <td>Marshall Islands</td> <td>Thailand</td> </tr> <tr> <td>Egypt*</td> <td>Mexico</td> <td>Trinidad and Tobago</td> </tr> </table>			Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain	Cuba	Macau SAR	Suriname	Czech Republic	Malaysia (Female)	Sweden	Denmark	Malta**	Switzerland	Ecuador	Marshall Islands	Thailand	Egypt*	Mexico	Trinidad and Tobago
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	El Salvador Estonia Finland Fiji France Gabon Germany	Micronesia Monaco Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	Tunisia Turkey United Kingdom Uruguay USA Venezuela
<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original) 2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty 	<p>Registration Officer Counter 1 Bureau of Immigration Naga Field Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p>



<p>(20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background , with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Assessor Counter 1, Bureau of Immigration-Naga Field Office</p> <p>Registration Officer, Counter 1, Bureau of Immigration-Naga Field Office Applicant's Authorized Representative</p> <p>Registration Officer, Counter 1 Bureau of Immigration, Naga Field Office</p>
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<p>only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6)</p>	<p>downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p>
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<p>months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Assessor Counter 2, Bureau of Immigration-Naga Field Office</p> <p>Immigration Assistant Bureau of Immigration-Naga Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all	None	5 minutes per application	Registration Officer Bureau of Immigration Naga Field Office

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	submitted pages thereof			
	1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant			
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	Registration Officer Counter 1 Bureau of Immigration Naga Field Office
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)	None	5 minutes per application	Registration Officer Counter 1 Bureau of Immigration Naga Field Office or Assessor Counter 2 Bureau of Immigration Naga Field Office
4.1. Submits the Order of	4.1. Receives the Order of	Refer to table	10 minutes per application	Assessor

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<p>Payment Slip (OPS)</p> <p>4.2. Pays the required fees</p> <p>4.3. Secures official receipt</p>	<p>Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issues the official receipt</p>	<p>below</p>		<p>Counter 1</p> <p>Acting Collection Officer Counter 3, Bureau of Immigration Naga Field Office</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office</p> <p><i>Assessor</i> Counter 2 Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>6.1. Receives the visa applications from CRU</p> <p>6.2. Raffles the application to Hearing Officer (HO)</p> <p>6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Alien Control Officer</i> Bureau of Immigration Naga Field Office</p>
<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint)</p> <p>7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Immigration Assistant</i> Bureau of Immigration, Naga Field Office</p>

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7.2. Secures the claim stub for ACR I-Card				
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved.	None	2 days per application	<i>Alien Control Officer</i> Bureau of Immigration, Naga Field Office

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application is approved 11.3. Secures a certified true copy of Order	11.3. Releases the passport and certified true copy of Order			Alien Control Officer Bureau of Immigration, Naga Field Office
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	Registration Officer Bureau of Immigration Naga Field Office
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

CATEGORY	PRINCIPAL	FEES TO BE PAID	
		DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



19. Conversion to Section 13(G) Non-Quota Immigrant Visa

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	BI-Naga Field Office																																																		
Classification:	Highly Technical																																																		
Type of Transaction:	G2C – Government to Citizen																																																		
Who may avail:	<p>Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.</p> <p>Applicants must be nationals of the following countries:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Algeria (Female)</td> <td style="width: 33%;">Greece</td> <td style="width: 33%;">Northern Mariana Island</td> </tr> <tr> <td>Argentina</td> <td>Guatemala</td> <td>Norway</td> </tr> <tr> <td>Australia</td> <td>Honduras</td> <td>Oman (Female)</td> </tr> <tr> <td>Austria</td> <td>Hong Kong SAR</td> <td>Papua New Guinea</td> </tr> <tr> <td>Belgium</td> <td>Indonesia (Female)</td> <td>Paraguay</td> </tr> <tr> <td>Belize</td> <td>Iraq</td> <td>Peru</td> </tr> <tr> <td>Bolivia</td> <td>Ireland</td> <td>Russia</td> </tr> <tr> <td>Botswana</td> <td>Iceland</td> <td>Saudi Arabia (Female)</td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>Israel</td> <td>Senegal</td> </tr> <tr> <td>Brazil</td> <td>Italy</td> <td>Serbia</td> </tr> <tr> <td>Canada</td> <td>Japan</td> <td>Singapore</td> </tr> <tr> <td>Cape Verde</td> <td>Latvia</td> <td>Slovak Republic</td> </tr> <tr> <td>Chile</td> <td>Lesotho</td> <td>Slovenia</td> </tr> <tr> <td>Colombia</td> <td>Libya (Female)</td> <td>South Africa</td> </tr> <tr> <td>Costa Rica</td> <td>Lithuania</td> <td>South Korea</td> </tr> <tr> <td>Croatia</td> <td>Luxembourg</td> <td>Spain</td> </tr> </table>			Algeria (Female)	Greece	Northern Mariana Island	Argentina	Guatemala	Norway	Australia	Honduras	Oman (Female)	Austria	Hong Kong SAR	Papua New Guinea	Belgium	Indonesia (Female)	Paraguay	Belize	Iraq	Peru	Bolivia	Ireland	Russia	Botswana	Iceland	Saudi Arabia (Female)	Bosnia & Herzegovina	Israel	Senegal	Brazil	Italy	Serbia	Canada	Japan	Singapore	Cape Verde	Latvia	Slovak Republic	Chile	Lesotho	Slovenia	Colombia	Libya (Female)	South Africa	Costa Rica	Lithuania	South Korea	Croatia	Luxembourg	Spain
Algeria (Female)	Greece	Northern Mariana Island																																																	
Argentina	Guatemala	Norway																																																	
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Botswana	Iceland	Saudi Arabia (Female)																																																	
Bosnia & Herzegovina	Israel	Senegal																																																	
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Chile	Lesotho	Slovenia																																																	
Colombia	Libya (Female)	South Africa																																																	
Costa Rica	Lithuania	South Korea																																																	
Croatia	Luxembourg	Spain																																																	



	Cuba Czech Republic Denmark Ecuador Egypt* El Salvador Estonia Finland Fiji France Gabon Germany	Macau SAR Malaysia (Female) Malta** Marshall Islands Mexico Micronesia Monaco Montenegro The Netherlands New Zealand Nicaragua Nigeria (Female)	Suriname Sweden Switzerland Thailand Trinidad and Tobago Tunisia Turkey United Kingdom Uruguay USA Venezuela
	*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application	Registration Officer, Counter 1, Bureau of Immigration, Naga Field Office

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Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)

or downloadable from www.immigration.gov.ph

Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

Applicant

Birth Certificate

If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)

Applicant

National Bureau of Investigation

Valid National Bureau of Investigation (NBI) Clearance,



<p>with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p> <p style="padding-left: 40px;">Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation)</p>	<p>Assessor Counter 2 Bureau of Immigration Naga Field Office</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Registration Officer, Counter 1, Bureau of Immigration, Naga Field Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>National Bureau of Investigation</p> <p>Assessor, Counter 2, Bureau of Immigration, Naga Field Office</p>
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for four (4) years old</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office or Assessor Counter 2 Bureau of Immigration Naga Field Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office
3.1. Presents the original passport and duly evaluated	3.1. Receives the passport and duly evaluated visa application	None	5 minutes per application	<i>Registration Officer</i> Counter 1



visa application for	3.2. Scans the passport to passport reader to		Bureau of Immigration
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<p>assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Naga Field Office or Assessor Counter 2 Bureau of Immigration Naga Field Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	Refer to table below	10 minutes per application	<p><i>Acting Collection Officer</i> Cash Section Counter 3, Bureau of Immigration Naga Field Office</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 hours per batch	<p><i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office <i>Assessor</i> Counter 2 Bureau of Immigration Naga Field Office</p>
None	6.1. Receives the visa applications from BI-Naga Field Office	None	5 minutes per	<i>Alien Control Officer</i>



	6.2. Raffles the application to Hearing Officer (HO)		application	Bureau of Immigration Naga Field Office
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	6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records			Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	5 minutes per application	<i>Immigration Assistant</i> Bureau of Immigration Naga Field Office
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners

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				Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Alien Control Officer</i> Bureau of Immigration Naga Field Office
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	Registration Officer Bureau of Immigration Naga Field Office
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



FEEES TO BE PAID

CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



20. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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:	BI-Naga Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Registration Officer, Counter 1 Bureau of Immigration, Naga Field Office or downloadable from www.immigration.gov.ph



<p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form</p>	<p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Registration Officer Counter 1 Bureau of Immigration, Naga Field Office</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as</p>	<p>Registration Officer, Counter 1, Bureau of Immigration Naga Field Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Registration Officer, Counter 1 Bureau of Immigration, Naga Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-Naga Field Office for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa	None	5 minutes per application	Registration Officer Bureau of Immigration Naga Field Office

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	application to applicant			
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)	None	5 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office or <i>Assessor</i> Counter 2 Bureau of Immigration Naga Field Office
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Acting Collection Officer</i> Cash Section Counter 3, Bureau of Immigration Naga Field Office

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<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office</p> <p><i>Assessor</i> Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>6.1. Receives the visa applications from the BI-Naga Field Office 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>

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None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD)</i> Fourth Floor, BI Main Office Building
10.1. Submits the original passport 10.2. Secures the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receives the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Alien Control Officer</i> Bureau of Immigration Naga Field Office
11.1. Presents the claim stub 11.2. Claims the ACR I-Card	11.1. Receives the claim stub 11.2. Releases the ACR I-Card	None	5 days per application	Registration Officer Bureau of Immigration Naga Field Office
TOTAL		Refer to table below	39 days, 4 hours and 32 minutes	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.



FEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



21. Conversion to Temporary Resident Visa (TRV) for One Year of an Indian National Married to a Filipino Citizen under Memorandum Order No. ADD-01-038

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indian national married to a Philippine citizen and/or their children below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Bureau of Immigration Naga Field Office or downloadable from www.immigration.gov.ph



<p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p>
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(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)

DEPENDENT/S

Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)

Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)

Proof of filiation with the principal:

If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)

If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of

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Bureau of Immigration Accreditation Unit (BIAU)
Applicant's Authorized Representative

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Naga Immigration Field Office or downloadable from
www.immigration.gov.ph

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

Dependent



<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p> <p>Naga Immigration Field Offi</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Evaluator</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Evaluator</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Assessor</i>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			Assessor
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	Cashier Collecting Officer
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	Immigration Assistant Bureau of Immigration Naga Field Office
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	Alien Control Officer Bureau of Immigration Naga Field Office

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7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	10 minutes	<i>Immigration Assistant</i>
None	8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.	None	15 minutes	<i>Staff-in-charge</i>
None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners

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				Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems

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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	<i>Counter 1</i> Alien Control Officer Bureau of Immigration Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	Varies, depending on when the ACR I-card arrives from the Main Office.	<i>Counter 1</i> Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
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1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



22. Conversion to Temporary Resident Visa (TRV) for One Year of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one (below 21) years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Bangladeshi national married to a Philippine citizen and their children below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Counter 1, Bureau of Immigration Naga Field Office or downloadable from www.immigration.gov.ph _____



<p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Bureau of Immigration Naga Field Office</p>
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If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of

(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)

DEPENDENT/S

Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)

Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)

Proof of filiation with the principal:

If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)



Bureau of Immigration Accreditation Unit (BIAU)
Applicant's Authorized Representative

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Bureau of Immigration Naga Field Office
www.immigration.gov.ph

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

Dependent



<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>National Bureau of Investigation</p> <p>Bureau of Immigration Naga Field Office</p>
<p>ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Evaluator</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Evaluator</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Assessor</i>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			Assessor
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	Cashier Collecting Officer
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	Immigration Assistant Bureau of Immigration Naga Field Office
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	Alien Control Officer Bureau of Immigration Naga Field Office

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7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	10 minutes	<i>Immigration Assistant</i>
None	8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.	None	15 minutes	<i>Staff-in-charge</i>
None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building



None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	Counter 1 Alien Control Officer Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	Counter 1 Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.

FEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



23. Conversion to Temporary Resident Visa (TRV) for One Year of a Foreign National Married to a Filipino Citizen under Law Instruction No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Bureau of Immigration Naga Field Office or downloadable from www.immigration.gov.ph _____



<p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Marriage Certificate or Marriage Contract:</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Petitioner's birth certificate with valid identification (ID) card</p> <p>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Applicant</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Applicant and Petitioner</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p>
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If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of

(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)

DEPENDENT/S

Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)

Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, valid authorized stay of at least twenty (20) days at the time of assessment of fees and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)

Proof of filiation with the principal:

If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)

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Bureau of Immigration Accreditation Unit (BIAU)
Applicant's Authorized Representative

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Naga Immigration Field Office or downloadable from
www.immigration.gov.ph

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

Dependent



<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p> <p>Naga Immigration Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Counter 1 Evaluator</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Counter 1 Evaluator</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Counter 2 Assessor</i>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			Assessor
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	Cashier Collecting Officer
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	Immigration Assistant Bureau of Immigration Naga Field Office
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	Alien Control Officer Bureau of Immigration Naga Field Office

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7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	10 minutes	<i>Immigration Assistant</i>
None	8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.	None	15 minutes	<i>Staff-in-charge</i>
None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	<i>Counter 1</i> Alien Control Officer Bureau of Immigration Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	<i>Counter 1</i> Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

FEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



24. Extension of Temporary Resident Visa (TRV) for Five (5) Years of an Indian National Married to a Filipino Citizen Under Memorandum Order No. ADD-01-038

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of (five) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indian national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Memorandum Order No. ADD-01-038 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>2. Applicant's passport including biographical data page, visa</p>	<p>Naga Immigration Field Office or downloadable from www.immigration.gov.ph</p> <p>Applicant</p>

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implementation page and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)

Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)

Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)

Bureau of Immigration Clearance Certificate (1 original)

NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate of this application

(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)

DEPENDENT/S

Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each

Applicant and/or Petitioner

National Bureau of Investigation

Naga Immigration Field Office

Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building

Bureau of Immigration Accreditation Unit (BIAU)
Applicant's Authorized Representative

Naga Immigration Field Office or



<p>dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, latest departure and arrival stamps, and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p style="padding-left: 40px;">I If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p style="padding-left: 40px;">If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="padding-left: 40px;">If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p> <p>National Bureau of Investigation</p>
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<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Naga Immigration Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Evaluator</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements	None	7 minutes per application	<i>Evaluator</i>



	2.4. Returns the passport and ACR I-Card application to applicant			
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	Assessor

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			Assessor
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	Cashier Collecting Officer
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	Immigration Assistant Bureau of Immigration Naga Field Office
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	Alien Control Officer Bureau of Immigration Naga Field Office

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7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card	7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card	None	10 minutes	<i>Immigration Assistant</i>
None	8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.	None	15 minutes	<i>Staff-in-charge</i>
None	9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	10. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	Counter 1 Alien Control Officer Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	Counter 1 Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR FIVE (5) YEARS OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00

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2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00
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25. Extension of Temporary Resident Visa (TRV) for Two (2) or Five (5) Years of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

This temporary resident visa (TRV) is granted to the wife or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. It is also granted to the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of five (5) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Bangladeshi national who is a holder of valid temporary resident visa under to Law Instruction No. 33 and Operations Order No. SBM-2014-060 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Naga Immigration Field Office or downloadable from www.immigration.gov.ph



<p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents Naga Immigration Field Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
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<p>of the passport holder cannot be accepted for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Evaluator</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application,	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card	None	7 minutes per application	<i>Evaluator</i>

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<p>securely fastened in a legal size (8½ x 14 in.) folder.</p>	<p>application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant</p>			
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Assessor</p>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			<i>Assessor</i>
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier Collecting Officer</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Immigration Assistant Bureau of Immigration Naga Field Office</i>
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	<i>Alien Control Officer Bureau of Immigration Naga Field Office</i>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Immigration Assistant</i></p>
<p>None</p>	<p>8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Staff-in-charge</i></p>
<p>None</p>	<p>9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>10. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	<i>Counter 1</i> Alien Control Officer Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	<i>Counter 1</i> Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) OR FIVE (5) YEARS OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.



FEES TO BE PAID FOR EXTENSION OF TRV FOR TWO (2 YEARS) BY FEMALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 12,610.00	PHP 12,610.00	PHP 12,610.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

FEES TO BE PAID FOR EXTENSION OF TRV FOR FIVE (5 YEARS) BY MALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



26. Extension of Temporary Resident Visa (TRV) for Two (2) Years of a Foreign National Married to a Filipino Citizen Under Law Instruction No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Law Instruction No. 33 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Naga Immigration Field Office or downloadable from www.immigration.gov.ph



<p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form</p>	<p>Applicant</p> <p>Applicant and/or Petitioner</p> <p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>for this requirement</p> <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy for each dependent) may facilitate the processing of this application.</p> <p>B. PROCEDURAL (N/A)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>National Bureau of Investigation</p> <p>Naga Immigration Field Office</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements	None	5 minutes per application	<i>Evaluator</i>



	<p>1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof</p> <p>1.4. Signs the Checklist of Requirements</p> <p>1.5. Returns the passport and visa application to applicant</p>			
<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.</p>	<p>2.1. Attaches the Checklist of Requirements to the application</p> <p>2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements</p> <p>2.3. Signs the Checklist of Requirements</p> <p>2.4. Returns the passport and ACR I-Card application to applicant</p>	None	7 minutes per application	<i>Evaluator</i>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secures the passport, duly</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p>	None	5 minutes per application	<i>Assessor</i>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			<i>Assessor</i>
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier Collecting Officer</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Immigration Assistant Bureau of Immigration Naga Field Office</i>
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	<i>Alien Control Officer Bureau of Immigration Naga Field Office</i>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Immigration Assistant</i></p>
<p>None</p>	<p>8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Staff-in-charge</i></p>
<p>None</p>	<p>9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>10. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	Counter 1 Alien Control Officer Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	Counter 1 Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) YEARS OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEEES TO BE PAID

CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign	USD 50.00	USD 50.00	USD 50.00



Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)			
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27. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Bureau of Immigration
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	



<p>PRINCIPAL</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p>	<p>Counter 1, Bureau of Immigration, Naga Field Office or downloadable from www.immigration.gov.ph</p>
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<p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and</p>	<p>Applicant</p> <p>Petitioner</p>
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<p>Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <ol style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor’s Permit for the current year <p>ii. Sole Proprietorship -</p> <ol style="list-style-type: none"> a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor’s Permit for the current year (1 photocopy each) 	<p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI) City/municipality where the petitioner operates</p>
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<p>Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>Assessor Counter 2 Bureau of Immigration, Naga Field Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Registration Officer, Counter 1, Bureau of Immigration, Naga Field Office or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>PROCEDURAL</p> <p>Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Assessor, Counter 2, Bureau of Immigration, Naga Field Office</p> <p>Immigration Assistant Bureau of Immigration, Naga Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Registration Officer</i> Bureau of Immigration Naga Field Office or <i>Assessor</i> Bureau of Immigration Naga Field Office

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<p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			<p>Assessor Bureau of Immigration Naga Field Office</p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p>Acting Collection Officer Counter 3 Bureau of Immigration Naga Field Office</p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p>Registration Officer Counter 1 Bureau of Immigration Naga Field Office Assessor Counter 2 Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>6.1. Receives the visa applications from the BI-Naga Field Office 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Acting Chief Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Immigration Assistant</i> Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Alien Control Officer</i> Bureau of Immigration Naga Field Office
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Registration Officer</i> Bureau of Immigration Naga Field Office
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.



FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



28. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940. The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or



<p>authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1</p>	<p>downloadable from www.immigration.gov.ph</p> <p>Applicant</p>
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<p>original passport for presentation and 1 photocopy each for submission)</p> <p>Renewed Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>If Petitioner is a: Corporation/Partnership - General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each), Mayor's Permit for the current year</p> <p>Sole Proprietorship - Mayor's Permit for the current year (1 photocopy each)</p>	<p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p> <p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p> <p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p> <p>City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p>
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<p>Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p>	<p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p style="padding-left: 40px;">If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p style="padding-left: 40px;">If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p style="padding-left: 40px;">If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, BI Main Office Building</p>
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<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL (N/A)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p><i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office</p>
<p>2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened</p>	<p>2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office</p>

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in a legal size (8½ x 14 in.) folder, to ARD for evaluation	review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant			
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Registration Officer</i> Bureau of Immigration Naga Field Office or <i>Assessor</i> Bureau of Immigration Naga Field Office
3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			<i>Assessor</i> Bureau of Immigration Naga Field Office
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Acting Collection Officer</i> Counter 3 Bureau of Immigration Naga Field Office
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of	None	2 hours per batch	<i>Registration Officer</i> Counter 1 Bureau of Immigration Naga Field Office

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	applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			Assessor Counter 2 Bureau of Immigration Naga Field Office
None	6.1. Receives the visa applications from the BI-Naga Field Office 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Immigration Assistant</i> Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Alien Control Officer</i> Bureau of Immigration Naga Field Office
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Registration Officer</i> Bureau of Immigration Naga Field Office
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)			
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CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,560.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,100.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 20,640.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)

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A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,060.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,100.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 19,140.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



29. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI-Naga Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>DOCUMENTARY Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General</p>	<p>Naga Immigration Field Office</p>

<p>Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner</p>	<p>or downloadable from www.immigration.gov.ph</p>
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<p>notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>If petitioner is a: Corporation/Partnership - Certificate of Registration issued by the Securities and Exchange Commission (SEC); Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>Sole Corporation -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and b. Articles of Incorporation (1 photocopy each) <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>Naga Immigration Field Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Naga Immigration Field Office or downloadable from www.immigration.gov.ph</p>
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<p>Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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	1.5. Returns the passport and visa application to applicant			
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder.	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Evaluator</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 3.3. Secures the passport, duly	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Assessor</i>

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evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			<i>Assessor</i>
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier Collecting Officer</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application.	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Immigration Assistant Bureau of Immigration Naga Field Office</i>
Attends the hearing schedule indicated in the official receipt.	6. Hearing with the Head of Office.	None	30 minutes	<i>Alien Control Officer Bureau of Immigration Naga Field Office</i>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Immigration Assistant</i></p>
<p>None</p>	<p>8. Transmits the complete documentary requirements to Legal Division and Alien Registration Division.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Staff-in-charge</i></p>
<p>None</p>	<p>9. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>10. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems</i>
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				Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	1 Hour	<i>Counter 1</i> Alien Control Officer Naga Field Office Staff-in-Charge
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	7 days	<i>Counter 1</i> Staff-in-Charge
TOTAL		Refer to table below	39 days, 4 hours and 37 minutes	



CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR				
1. Visa Fees	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
2. ACR I-Card				
B. 2 YEARS				
1. Visa Fees	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
2. ACR I-Card				
C. 3 YEARS				
1. Visa Fees	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1 YEAR				
1. Visa Fees	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.0
ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



30. Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI-Naga Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>DOCUMENTARY Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General</p>	<p>Naga Immigration Field Office</p>



<p>Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner</p>	<p>or downloadable from www.immigration.gov.ph</p>
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<p>notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>If petitioner is a: Corporation/Partnership - Certificate of Registration issued by the Securities and Exchange Commission (SEC); Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>Sole Corporation -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and b. Articles of Incorporation (1 photocopy each) <p>Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>Naga Immigration Field Office</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Naga Immigration Field Office or downloadable from www.immigration.gov.ph</p>
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<p>Principal (1 original for each dependent)</p> <p>Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>Proof of filiation with the principal:</p> <p>If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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<p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Naga Immigration Field Office</p> <p>Naga Immigration Field Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Registration Officer Counter 1 Bureau of Immigration Naga Field Office
2.1. Presents the original passport and other required	2.1. Attaches the Checklist of Requirements to the application	None	7 minutes per application	Registration Officer Counter 1

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<p>properly attached BICC and official receipt, and visa application to CRU</p>	<p>official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>			<p>Bureau of Immigration Naga Field Office Assessor Counter 2 Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>6.1. Receives the visa applications from the BI-Naga Field Office 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>

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<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Immigration Assistant</i> Bureau of Immigration Naga Field Office</p>
<p>None</p>	<p>8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p>	<p>None</p>	<p>22 days</p>	<p><i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building</p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p><i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>

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None	10. Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Alien Control Officer Bureau of Immigration Naga Field Office</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Registration Officer Bureau of Immigration Naga Field Office</i>
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613.

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FEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 7,980.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



31. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	BI-Naga Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI-Naga Field Office/ BI Website www.immigration.gov.ph/	
2. Notarized letter of explanation for overstaying	Applicant	
3. Passport of the applicant (original)	Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant	
5. Birth Certificate if applicant is a child	Applicant	
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or		
2. BI Accreditation ID of the Travel Agent (1 photocopy)		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Counter 1
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	Staff-in-charge



	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	1 hour	<i>Alien Control Officer</i>
	2.5 Forward the Order to the Immigration Regulation Division (IRD) via local courier.	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>

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	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge</i> OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees.	None	10 minutes	<i>Assessor</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i> Acting Collecting Officer
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
	5.1 Enter the approval in the BI system.	None	5 minutes	



	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	Staff-in-charge
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL:		Total fees depends on number of months overstayed	8 days 12 hours and 10 minutes	

32. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	BI-Naga Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
List of requirements are the following:	

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1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Counter 1 / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant



<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Counter 1
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	Staff-in-charge

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	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	<i>Alien Control Officer</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge TVS</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>	
2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge BI-Naga Field Office</i>	

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3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i>
4. Proceed to Counter 2	4.1 Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Staff</i>
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier Acting Collecting Officer</i>
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessor</i>
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	<i>See schedule of Fees</i>	10 minutes	<i>Cashier Acting Collecting Officer</i>
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Staff-in-Charge</i>
	8.1 Enter the approval in the BI system	None	5 minutes	

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	8.3 Implement the visa extension	None	5 minutes	Counter 2
	8.4 Notify the applicant on the approval	None	2 minutes	Counter 1
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	Counter 1
TOTAL		Total fees depends on number of months overstayed		9 days 12 hrs and 20 minutes

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00

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APPLICATION TYPE	FEES (in Php)
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i.Minor	2,650.00
ii.14-15 years of age	3,650.00
iii.16 years above	3,900.00
b. Visa Required:	
i.Minor	2,950.00
ii.14-15 years of age	3,950.00
iii.16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00

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APPLICATION TYPE	FEES (in Php)
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	



APPLICATION TYPE	FEES (in Php)
i.Minor	3,650.00
ii.14-15 years of age	4,650.00
iii.16 years above	4,900.00
b. Visa Required:	
i.Minor	4,450.00
ii.14-15 years of age	5,450.00
iii.16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



33. Vessel Boarding Formalities

Office or Division:	BI-Naga Field Office
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulations.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Valid passport /travel documents	Concerned issuing authority/agency
Valid Seaman's book	Concerned issuing authority/agency
Valid Visaed Crewlist	Shipping Line
Notice of Arrival (NOA) – notify office at least 48 hours before arrival of the vessel	Shipping Line
Arrival Crew List	Shipping Line
Voyage Memo/Ports of Call	Shipping Line
Ship's Particulars	Shipping Line
Letter of Explanation (applicable for no visaed crew list)	Master of the Vessel
Certificate of Not the Same Person (NTSP) for crew or passenger with the same name found in The Bureau of Immigration Derogatory Database	Certification and Clearance Section, Bureau of Immigration

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Notice of Arrival (NOA) together with the copy of Crew List, Voyage Memo and Ship's Particulars.	1.Receive and assess pertinent documents from foreign vessel. 1.1 Check the travel/derogatory records of the crew pursuant to the Philippine Immigration Act of 1940, as amended and other existing rules and regulations.	None	1 minute/crew	<i>Immigration Officer/s BI-Naga Field Office</i>
Submit copy of the Visa Crew List	2.Assessment and payment of immigration fees.	100/crew (VCL Fee) 10/crew (LRF) 500 Express Lane Fee/Vessel 500/crew if with fine	5 minutes	<i>Immigration Officer BI-Naga Field Office</i>
Notify schedule for boarding formalities (depends on the date and time of the arrival of the vessel)	3. Conducts boarding formalities with the boarding team (CIQ). 3.1 Requests the Master of the Vessel to provide the following documents: a. Crew List b. Voyage Memo c. Ship's Particular d. Letter of Explanation (applicable for 1 st port of arrival) e. Passport/Seaman's Book f. Departure clearance from the last local port (applicable for 2 nd port of arrival) 3.2 Checking of all passport and seaman's book	None	30 Minutes to 1 Hour	<i>Immigration Officer/s BI-Naga Field Office</i>



	<p>of the crew stated in the crew list.</p> <p>3.3 Immigration Boarding Formalities Form (BI-Form 2014-10-017 Rev. 0) must be properly and completely filled-out and request the Master of the Vessel to sign with the ship's stamp.</p> <p>Note: Vessel operation will start after the CIQ Boarding Formalities up to the last day of the vessel's operation.</p>			
Notify the Immigration Boarding Officer assigned regarding the departure of schedule of the vessel.	4. Check all the crew (no workaway/jumped ship) upon departure and issue Immigration Port Clearance (BI Form 2014-10-018 Rev 1) to the Master of the Vessel.	None	30 Minutes to 1 Hour	<i>Immigration Officer/s BI-Naga Field Office</i>
	TOTAL	Fee depends on the number of crew and if with penalty.	1 to 2 hours depending on the completeness of the required documents during boarding formalities	



34. Report of Death of Foreign National

Office or Division:	BI-Naga Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	Family member of deceased foreign nationals.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate issued by the Philippine Statistics Authority		Philippines Statistics Authority		
Photocopy of passport bio-page and visa implementation stamp		Foreign National		
Original ACR I-card or ACR Paper-based		Foreign National		
BI AR Form No. 2 (Alien Fingerprint Card)		BI-Naga Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete requirements.	Receive and evaluate the completeness of documents presented.	None	15 minutes	<i>Counter 1 BI-Naga Field Office</i>
	Forward the complete documents to Alien Registration Division via local courier.	None	15 minutes	<i>Staff-in-charge</i>
	TOTAL		31 minutes	



**NUEVA ECIJA IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES**



1. Alien Registration Program (ARP)

Office or Division:	Nueva Ecija Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Completely filled-out application form	1. Public Information Desk/www.immigration.gov.ph	
2. Proof of identification	2. Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download, print and fill-out the application form from www.immigration.gov.ph and wait for the service number to be called	1. Provide queuing number		2 Minutes	

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2. Submit the application form in person and present competent proof of ID (passport, travel document or birth certificate at Window 4	2. Evaluate documents submitted		1 Minute	
3. Have your fingerprint and image captured and encoded in the database	3. Conduct capturing of biometrics and image		5 Minutes	
4. Pay the necessary fees	4. Issuance of Official Receipt/s	SSRN Certificate – PHP 700.00 (for undocumented and overstaying foreign nationals) ACR I-Card (for newly-registered with valid status and voluntary registrants USD 50.00 + PHP 500.00 ACR I-Card (for re-issuance) USD 20.00	1 Minute	
5. Receive your SSRN on the same day	5. Registration and issuance of SSRN		1 Minute	
TOTAL:			10 Minutes	



2. Annual Report

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		1.Applicant
2. Original Passport		2.Applicant
<i>Note: For dispute purposes, applicant may present Official receipts of previous annual report payments</i>		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure queuing number at the Public Information Desk and wait for the number to be called.	1. Provide queuing number		1 Minute	Public Information Desk Officer
2. Submit the checklist of Requirements to Annual Report Window.	2. Assess the fees and issue the Order of Payment Slip.	None	4 Minutes	Assessor
3. Submit the OPS to the cashier for payment	3. Issuance of Official Receipt	Annual Report Fee – Php 300.00 Legal Research Fee (LRF): PHP 10.00 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	2 Minutes	Cashier



TOTAL:	PHP 310.00 (if no violation of Sec. 10)	7 Minutes	
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3. Emigration Clearance Certificate (ECC)

Office or Division:	Nueva EcijaImmigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B),and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Information Desk
	2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Information Desk
	3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	Information Desk
	4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
	5. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
	6. Proof of Payment of All Previous and Latest Visa Extensions (1	Applicant



photocopy)	
7. Orders (Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	Staff-in-Charge Information Desk
2. Secure the Order of Payment Slip (OPS).	2. The Staff-in-Charge transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	Assessor Window 2-3
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	Cashier Window 4
4. Submit the Official Receipt (OR)	4. Staff-in-Charge receives the OR and issues claim stub.	None	2 Days	Staff-in-Charge Window 6
	4.1 Staff-in-charge encodes and prints the ECC/CE for review of the Approving Officer	None		Staff-in-Charge Window 6
	4.2 Final review and approval	None	1 Day	BI-NEFO Acting Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	Releasing Staff Window 6



	TOTAL:	3 Days and 38 Minutes	
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Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



4. Extension of Authorized Stay of Temporary Visitors

Office or Division:	Nueva Ecija Immigration Field Office							
Classification:	Highly Technical Transaction							
Type of Transaction:	Government to Citizen (G2C)							
Who may avail:	All foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories.							
	<table border="1"> <thead> <tr> <th>CATEGORY WITH AUTHORIZED STAY</th> <th>EXTENSIONS ALLOWED</th> </tr> </thead> <tbody> <tr> <td> A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a) : 7 Days B. For holders of Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days </td> <td> 1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter </td> </tr> <tr> <td> C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days D. For holders of Macau SAR passports; FSC 122-11; 14 Days </td> <td> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter </td> </tr> </tbody> </table>	CATEGORY WITH AUTHORIZED STAY	EXTENSIONS ALLOWED	A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a) : 7 Days B. For holders of Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter	C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days D. For holders of Macau SAR passports; FSC 122-11; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter	
CATEGORY WITH AUTHORIZED STAY	EXTENSIONS ALLOWED							
A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a) : 7 Days B. For holders of Portuguese - Macau passports: Tourist Visa under Section 9(A) : 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days via waiver 3. Monthly or every 2 months extension thereafter							
C. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days D. For holders of Macau SAR passports; FSC 122-11; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter							



	E. Executive Order No. 408 (EO 408); 30 Days	<ol style="list-style-type: none">1. Initial extension of 29 days visa waiver2. Extendible monthly or every 2 months thereafter
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	F. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 months
	G. 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
	H. For holders of Brazilian passports, Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 days 2. Extendible monthly or every 2 months thereafter
	.For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A): 59 Days	Extendible monthly or every 2 months

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Information Desk / BI Website www.immigration.gov.ph/
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
1 <i>Additional requirements per visa category:</i>	Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	
2. BI Accreditation ID of the Travel Agent (1 photocopy)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1.1 Review the completeness of application	None	5 Minutes	Assessor Window 2 or 3
	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessor Window 2 or 3
	1.3 Verify the travel record (latest arrival details, admission status, etc.)	None	13 minutes	Assessor Window 2 or 3
	1.4 Issue the Order of Payment Slip (OPS)	None	5 Minutes	Assessor Window 2 or 3

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2. Present the OPS to the Cashier for payment.	2, Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	<i>Cashier Window 4</i>
3. Submit the OR.	3. Approval of visa extension	None	5 minutes	<i>Visa Approving Officer</i>
	3.1 Implementation of visa extension	None	2 minutes	<i>Visa Implementing Officer</i>
	3.2 Encoding of visa extension to BI AFO Database	None	2 minutes	<i>Encoder</i>
	3.3 Final review and approval of visa extension	None	2 minutes	<i>Visa Approving Officer</i>
4. Receive the passport, BI Clearance Certificate, and Official Receipt	6. Release the passport, BI Clearance Certificate, and Official Receipt	None	2 minutes	<i>Staff-in-charge Window 5</i>
TOTAL:		<i>Total fees depends on visa category</i>	Express Lane – 1 hour and 4 minutes	
			Regular Lane – 3 working days	



5. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner.

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1.	Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Information Desk / BI Website www.immigration.gov.ph/
2.	Notarized letter of explanation for overstaying	Applicant
3.	Passport of the applicant (original)	Applicant
4.	Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
2	<i>Additional requirements per visa category:</i>	Applicant
1.	Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	



2. BI Accreditation ID of the Travel Agent (1 photocopy)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1.1 Review and review the application form for completeness and correct attachments	None	5 Minutes	Evaluator
2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 Minutes	Evaluator
	2.1 Check the derogatory records <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance.	None	1 Working Day	Staff-in-Charge

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	2.2 Verify the travel record (latest arrival details, admission status, etc.)	None		Window 2 or 3
	2.3 Draft the Order	None		Staff-in-charge
3. Present the claim stub.	2.4 Review and sign Order for endorsement to C, IRD	None	1 Hour	<i>Acting Alien Control Officer</i> BI-NEFO
	2.5 Transmit the Order to the Immigration Regulation Division	None		Staff-in-Charge
	2.6 Review and sign the Order	None	5 Working Days	Chief, IRD
	2.7 Transmit the order to the Office of the Commissioner	None	5 Minutes	<i>Staff-in-Charge</i> IRD
	2.8 Approval/Disapproval of the Commissioner	None	5 Working Days	Commissioner
	2.9 Transmit the Approved/Disapproved Order to BI AFO for implementation	None	5 Minutes	Staff-in-Charge
	2.10 Notify the applicant via email or contact number provided.	None	5 Minutes	Staff-in-Charge
3. Assess the fees	None	10 Minutes	<i>Assessors</i> Window 2 or 3	

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	3.1 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	3 Minutes	Assessors Window 2 or 3
4. Present the OPS to the Cashier for payment.	4. issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier Window 4
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	Visa Reviewing and Approving Officer
	5.1 Implementing of the visa	None	5 Minutes	Implementer
	3.2 Encoding of visa extension to BI AFO Database	None	2 Minutes	Staff-in-Charge
	3.3 Final review and approval of visa extension	None	2 Minutes	Visa Reviewing and Approving Officer
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Releasing Officer Window 5
TOTAL::		Total fees depends on visa category	14 days 12 hours and 10 minutes	



6. Provisional Work Permit (PWP)

Office or Division:	Nueva Ecija Field Office
Classification:	Highly Technical
Type of Transaction:	Government to Business (G2B)
Who may avail:	Foreign nationals who intends to engage in work pursuant to an employment arrangement pending issuance of their AEP or CA 613, Sec. 9(g) work visa.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner from the petitioning company with an undertaking to withhold taxes due on the income of the applicant to the BUreau of Internal Revenue (BIR)	Petitioner

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<p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such</p>	<p>Information Desk or downloadable from www.immigration.gov.ph</p>
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<p>officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>3. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant</p>



4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of	Petitioner
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<p>employment, compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	
<p>5. For consultant or specialist, justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized work/service</p>	<p>Petitioner</p>
<p>6. Official Receipt of AEP work visa application (photocopy) or 9g application</p>	<p>Applicant or Petitioner</p>
<p>7. Board Resolution if the signatories of the letter of application and employment contract or equivalent are other than those appearing in the Articles of Incorporation and in the latest GIS</p>	<p>Petitioner</p>
<p>8. For regulated professions - Special Temporary Permit (STP)</p>	<p>Professional Regulatory Commission (PRC)</p>



<p>9. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)</p>	<p>Bureau of Internal Revenue (BIR)</p>
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10. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC, and (iv) Mayor's Permit for the current year (1 photocopy each)	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
11. Bureau of Immigration Clearance Certificate (1 original)	Assessor/Window 2 or 3
12. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Presents the original passport and other required documents for the PWP application, securely fastened in a legal size (8½ x 14 in.) folder, to Counter 1 for evaluation</p>	<p>1.1. Receives the PWP application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Evaluator</i></p>
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	1.4. Returns the passport and PWP application to applicant			
2. Submits the duly evaluated PWP application and passport for Derogatory Record Checking	2.1. Receives the duly evaluated PWP application and passport 2.2 Conducts Derogatory Record Checking 2.3. Puts a “No Derogatory Record Found” stamp on the Letter Request and CGAF	None	10 Minutes	Assessor Window 2 or 3
3. Submits duly evaluated PWP application and passport to secure Order of Payment (OPS)	3.1. Receives the duly evaluated PWP application and passport 3.2 Scans the passport with passport reader 3.3. Generates OPS and BI Clearance Certificate (BICC) 3.4. Issues OPS and BICC	None	5 Minutes	Assessor Window 2 or 3
4. Submits the OPS for payment of fees	4.1. Receives the OPS 4.2. Receives the fees based on the issued OPS 4.3 Prints Official Receipt (OR) 4.4. Issues OR	Refer to the table below	5 Minutes	Cashier Window 4

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5. Submits the duly evaluated PWP application	5. Receives the duly evaluated PWP application	None	1 Minute	<i>Evaluator</i>
together with the OR and BICC	together with the OR and BICC			
	6. Reviews the PWP application and prepares Order	None	2 Hours	<i>Evaluator</i>
	7. Recommend Approval or Disapproval of the PWP Application	None	2 Hours	<i>Supervisor</i>
	8. Approves or Disapproves the PWP Application	None	2 Hours	<i>Acting Alien Control Officer</i>
TOTAL:			2 to 3 Working Days	



SPECIAL PERMITS

FEES TO BE PAID	
SPECIAL WORK PERMIT	PHP 6,440.00
PROVISIONAL WORK PERMIT	PHP 4,040.00



1. Special Study Permit (SSP)

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant/client & petitioning school
Duly 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;		BI website or Nueva Ecija Field Office Information Desk
Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant
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 applicants below 18 years of age;		Petitioning school



Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
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National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		National Bureau of Investigation		
BI Clearance Certificate.		Nueva Ecija Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Nueva Ecija Field Office Information Desk
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer Window 2 or 3
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Window 2 or 3

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)</p>	10 minutes	Cashier Window 4
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Releasing Officer Window 5
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (<i>BSP Forex Rate</i>)	7 days	



2. Special Work Permit Issuance (SWP)

Office or Division:	Nueva Ecija Field Office
Classification:	Highly Technical
Type of Transaction:	Government to Business (G2B)
Who may avail:	Foreign nationals who intend to work, engage in specific activities, or render services outside of an employment arrangement of 14 activities enumerated in 2019 DOLE-DOJ-BI-BIR Joint Guidelines on the Issuance of Work and Employment Permits to Foreign Nationals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner	Petitioner



<p>12. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are: The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such</p>	<p>Information Desk or downloadable from www.immigration.gov.ph</p>
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<p>officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>3. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant</p>



4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of	Petitioner
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<p>employment, compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	
<p>5. i. For Consultants or Specialists: a. To prove educational attainment - Certified True Copy of Diploma of Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by the Board Resolution or Special Power of Attorney b. To prove that applicant has at least 2 years of work experience - Certificate of training, Course Completion or resumes attested by the Human Resource Manager or any officer of the company authorized by the Board Resolution or Special Power of Attorney ii. For regulated professions - Special Temporary Permit (STP)</p>	<p>Petitioner</p> <p>Professional Regulatory Commission (PRC)</p>

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<p>6. · Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC, and (iv) Mayor's Permit for the current year (1 photocopy each)</p>	<p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p>
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<p>7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>8. Board Resolution if the signatories of the letter of application and contract of service or equivalent are other than those appearing in the Articles of Incorporation and in the latest GIS</p>	<p>Petitioner</p>
<p>9. If the applicant is a trainee - endorsement from the GOCC or Sponsoring Private Entity</p>	<p>GOCC or Sponsoring Private Entity</p>
<p>10. Certification under oath by the Petitioner stating that, whether initial or final SWP, all documents submitted are genuine and that the applicant shall work exclusively to the petitioner relative to the position applied</p>	<p>Petitioner</p>



<p>11. A sworn declaration of the petitioning company operating in the Philippines:</p> <ul style="list-style-type: none">a. Undertaking to withhold and remit to the Bureau of Internal Revenue the taxes due on the income of the applicant; andb. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid by his/her home office outside the country (for SWP applicants who are not paid by the petitioning company within the Philippines where they intend to render short-term service)	<p>Petitioner</p>
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12. Bureau of Immigration Clearance Certificate (1 original)	Assessor/ Window 2 or 3
13. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the SWP application, securely fastened in a legal size (8½ x 14 in.) folder, to Counter 1 for evaluation	1.1. Receives the SWP application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and SWP application to applicant	None	5 minutes per application	<i>Evaluator</i>

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<p>2. Submits the duly evaluated SWP application and passport for Derogatory Record Checking</p>	<p>2.1. Receives the duly evaluated SWP application and passport 2.2 Conducts Derogatory Record Checking 2.3. Puts a “No Derogatory Record Found” stamp on the Letter Request and CGAF</p>	<p>None</p>	<p>10 minutes</p>	<p>Assessor/Window 2 or 3</p>
<p>3. Submits duly evaluated SWP application and passport to secure Order of Payment (OPS)</p>	<p>3.1. Receives the duly evaluated SWP application and passport 3.2 Scans the passport with passport reader 3.3. Generates OPS and BI Clearance Certificate (BICC) 3.4. Issues OPS and BICC</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessor/ Window 2 or 3</p>
<p>4. Submits the OPS for payment of fees</p>	<p>4.1. Receives the OPS 4.2. Receives the fees based on the issued OPS 4.3 Prints Official Receipt (OR) 4.4. Issues OR</p>	<p>Refer to the table below</p>	<p>5 minutes</p>	<p>Cashier/Window 1</p>

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5. Submits the duly evaluated SWP application together with the OR and BICC	5. Receives the duly evaluated SWP application together with the OR and BICC	None	1 minute	Evaluator
	6. Reviews the SWP application and prepares Order	None	2 Hours	Evaluator
	7. Recommend Approval or Disapproval of the SWP Application	None	2 Hours	Supervisor
	8. Approves or Disapproves the SWP Application	None	2 Hours	Acting Alien Control Officer
TOTAL:			2-3 working days	



SPECIAL PERMITS

FEES TO BE PAID	
SPECIAL WORK PERMIT	PHP 6,440.00
PROVISIONAL WORK PERMIT	PHP 4,040.00



1. Conversion of 13A, 9G, 9F, PRV

Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Office or Division:	Nueva Ecija Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)

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Algeria (Female)

Greece

Northern Mariana Island

Argentina

Guatemala

Norway

Australia

Honduras

Oman (Female)

Austria

Hong Kong SAR

Papua New Guinea

Belgium

Indonesia (Female)

Paraguay

Belize

Iraq

Peru

Bolivia

Ireland

Russia

Botswana

Iceland

Saudi Arabia (Female)



x

Who may avail:

The spouse and/or the unmarried child below 21 years old of a Philippine citizen
Applicants must be nationals of the following countries:

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Bosnia & Herzegovina

Israel

Senegal

Brazil

Italy

Serbia

Canada

Japan

Singapore

Cape Verde

Latvia

Slovak Republic

Chile

Lesotho

Slovenia

Colombia

Libya (Female)

South Africa

Costa Rica

Lithuania

South Korea

Croatia

Luxembourg

Spain

Cuba

Macau SAR

Suriname

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Czech Republic

Malaysia (Female)

Sweden

Denmark

Malta**

Switzerland

Ecuador

Marshall Islands

Thailand

Egypt*

Mexico

Trinidad and Tobago

El Salvador

Micronesia

Tunisia

Estonia

Monaco

Turkey

Finland

Montenegro

United Kingdom

Fiji

The Netherlands

Uruguay

France

New Zealand

USA



Gabon

Nicaragua

Venezuela

Germany

Nigeria (Female)

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals

**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>I. VISA APPLICATION</p> <p>A. APPLICANT</p> <p><i>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder</i></p> <p>1. Joint Letter Request</p> <p>2. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Applicant</p> <p>Public Information Desk or downloadable from www.immigration.gov.ph</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
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<p>3. Petitioner's birth certificate with valid identification (ID) card</p> <p>4. Marriage Certificate or Marriage Contract:</p> <ul style="list-style-type: none"> · <i>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</i> · <i>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</i> <p>5. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Applicant</p>
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<p>of fees (1 original passport for presentation and 1 photocopy each for submission or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>57. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>8. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>B. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>BI-AFO Assessor</p> <p>National Bureau of Investigation (NBI)</p> <p>Accredited Travel Agency/Law Firm</p>
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<p>3. Proof of filiation with the principal:</p> <ul style="list-style-type: none"> · If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) · If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines(1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p>	<p>Petitioner/Applicant/Dependent</p> <p>Petitioner/Applicant/Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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- Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)
- ACR I-CARD APPLICATION (DOCUMENTARY)(refer to Alien Registration Division's Transactions)

BUREAU OF IMMIGRATION
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National Bureau of Investigation

BI-NEFO Assessor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation</p>	<p>1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge</p>	<p>None</p>	<p>10-20 minutes per application</p>	<p>Public Information Desk</p>

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None	<p>2.1 Review the completeness of documentary requirements</p> <p>2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule</p>		3-5 mins per application	Conversion Application Officer In-charge
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	7 minutes per application	Assessor; Windows 2 or 3

BUREAU OF IMMIGRATION
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<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p>Cashier/Window 4</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to <i>Public Info Desk</i></p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 minutes per application</p>	<p><i>Public Information Officer</i></p>
<p>none</p>	<p>6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant</p> <p>6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system</p>	<p>None</p>	<p>4 minutes per application</p>	<p>Conversion Application Officer In-charge</p>

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<p>7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p>	<p>7.1. Conduct Hearing 7.2 Capture the applicant's biometric information (photograph and fingerprint) 7.3. Issue the claim stub for ACR I-Card</p>	<p>None</p>	<p>15-20 minutes per application</p>	<p><i>Acting Chief</i> Fingerprint Officer</p>
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7.2. Secure the claim stub for ACR I-Card				
None	<p>8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>8.2 Prepare URS and schedule transmittal</p>	None	within 15 days after hearing	<p><i>Acting Chief</i></p> <p>Conversion Application Officer In-charge</p>



None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	<p><i>The Board of Commissioners (BOC)</i></p> <p>The Commissioner and the two (2) Deputy Commissioners</p> <p>Second Floor, BI Main Office Building</p>
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	<p><i>Acting Chief</i></p> <p>Management and Information Systems Division (MISD)</p> <p>Fourth Floor, BI Main Office Building</p>

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None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Implementation Officer</i>
None	13. Sign the visa implementation page	None	2-3 mins per application	<i>Alien Control Officer</i>
14.1 Present claim stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1 st 60 days of the year	None	2-3 mins per application	<i>Public Information Officer</i>
TOTAL		Refer to table below	40-45 working days	



CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEEES TO BE PAID				
CATEGORY	PRINCIPAL	DEP-SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



10. Amendment from Probationary to Permanent Visa Application under Sec. 13a and MCL 07-021

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign national and Filipino spouse with approved Probationary immigrant visa under Sec. 13a *Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following: * Required documents must be arranged in the order as listed below, and fastened in a legal size (8½x 14 in.) folder 1. Joint Letter Request		1. Applicant and Petitioner
2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)		
3. Joint Affidavit of Continuous Cohabitation		



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>VISA APPLICATION</p> <p>APPLICANT</p> <p>* Required documents must be arranged in the order as listed below, and fastened in a legal size (8½x 14 in.) folder</p> <p>1. Joint Letter Request</p>	<p>1. Applicant and Petitioner</p> <p>Public Information Desk or downloadable from www.immigration.gov.ph</p>
<p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>2. Applicant and Petitioner</p>



3. Joint Affidavit of Continuous Cohabitation	3. National Bureau of Investigation Assessor, Bi-Nueva Ecija Field Office
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BUREAU OF IMMIGRATION
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		Accredited liaison officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk

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None	2.1 Review the completeness of documentary requirements 2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS)		3-5 mins per application	Conversion Application Officer In-charge
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	if application folder satisfactorily passed completeness and correctness rule			
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	7 minutes per application	Assessor; Windows 2 or 3
4.1. Submit the Order of Payment Slip (OPS)	4.1. Receive the Order of Payment Slip (OPS)		2 minutes per application	Cashier/Window 4

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4.2. Pay the required fees	4.2. Accept the payment based on the OPS			
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4.3. Secure official receipt	4.3. Issue the official receipt			
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to <i>Public Info Desk</i>	5.. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 minutes per application	<i>Public Information Officer</i>
none	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In-charge
7.1. Attend the hearing, 7.2. Secure the claim stub for ACR I-Card	7.1. Conduct Hearing 7.2 Issue the claim stub for ACR I-Card	None	15-20 minutes per application	<i>Acting Chief</i> Fingerprint Officer



None	<p>8.1 Officer-in-charge evaluate full compliance of documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>8.2 Prepare URS and schedule transmittal</p>	None	within 15 days after hearing	<p><i>Acting Chief</i></p> <p>Conversion Application Officer In-charge</p>
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None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Implementation Officer</i>

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None	13. Sign the visa implementation page	None	2-3 mins per application	<i>Alien Control Officer</i>
14.1 Present claim stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1 st 60 days of the year	None	2-3 mins per application	<i>Public Information Officer</i>
TOTAL		Refer to table below	40-45 working days	

FEES TO BE PAID



CATEGORY	PRINCIPAL	DEP-SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT
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				(BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



11. Conversion and Extension to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Office or Division:	Nueva Ecija Immigration Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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VISA APPLICATION

DOCUMENTARY

** Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder*

PRINCIPAL

1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

Public Information Desk, or downloadable from www.immigration.gov.ph

IMPORTANT NOTE 1: Authorized representatives are:



i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest

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General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

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2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)

4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt

5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)

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6. If petitioner is a:
- i. Corporation/Partnership -
 - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);
 - b. Articles of Incorporation; and,
 - c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)
 - d. Mayor's Permit for the current year

Applicant

- ii. Sole Proprietorship -
 - a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,
 - b. Mayor's Permit for the current year(1 photocopy each)

Petitioner

7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)

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8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

Department of Labor and Employment (DOLE)

9. Bureau of Immigration Clearance Certificate (1 original)

10. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)

DEPENDENT/S

Professional Regulation Commission (PRC)

1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)

Department of Justice (DOJ)

2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and

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arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)

3. Proof of filiation with the principal:

i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)

ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

IMPORTANT: Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement

Securities and Exchange Commission (SEC)

City/municipality where the petitioner operates

Department of Trade and Industry (DTI)

City/municipality where the petitioner operates

Bureau of Internal Revenue (BIR)

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4. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL

1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)

ACR I-CARD APPLICATION (DOCUMENTARY)

(refer to Alien Registration Division's Transactions)

Petitioner (preferred format is downloadable from www.immigration.gov.ph)

Assessor, BI-Nueva Ecija Field Office

Bureau of Immigration Accreditation Unit (BIAU)

Applicant's Authorized Representative



Public Information Desk, or downloadable from www.immigration.gov.ph

Dependent



Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities



Public Information Desk, or downloadable from www.immigration.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation</p>	<p>1.1 Receive the visa application and original passport</p> <p>1.2 Submit the Application Folder to the Officer in-charge</p>	<p>None</p>	<p>10-20 minutes per application</p>	<p>Public Information Desk</p>
<p>None</p>	<p>2.1 Review the completeness and correctness of documentary requirements</p> <p>2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule</p>		<p>3-5 mins per application</p>	<p>Conversion Application Officer In-charge</p>

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<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>7 minutes per application</p>	<p>Assessor; Windows 2 or 3</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p>Cashier/Window 4</p>

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<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to <i>Public Info Desk</i></p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 minutes per application</p>	<p><i>Public Information Officer</i></p>
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none	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	Conversion Application Officer In-charge
7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Conduct Hearing 7.2 Capture the applicant's biometric information (photograph and fingerprint) 7.3. Issue the claim stub for ACR I-Card	None	15-20 minutes per application	<i>Acting Chief</i> Fingerprint Officer



None	8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2 Prepare URS and schedule transmittal	None	within 15 days after hearing	<i>Acting Chief</i> Conversion Application Officer In-charge
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None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section

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12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Implementation Officer</i>
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None	13. Sign the visa implementation page	None	2-3 mins per application	<i>Alien Control Officer</i>
14.1 Present claim stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1 st 60 days of the year	None	2-3 mins per application	<i>Public Information Officer</i>
TOTAL		Refer to table below	40-45 working days	



CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00



2. ACR I-Card				
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B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment

FEE TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)

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A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



12. Conversion and Extension of Student Visa – Section 9(F)

Office or Division:	Nueva Ecija Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	BI website or Information Counter,
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	Petitioning school

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6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	Commission on Higher Education
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);	National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	Applicant
10. BI Clearance Certificate; and	Assessor, BI - Nueva Ecija Field Office
11. Valid Passport	Applicant



CLIENT'S ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form and supporting documents	1.1. Review the completeness and correctness of application details and enter applicant's details in the system.	None	5-6 mins. Per application	<i>Assessors, Window 2 or 3</i>
	1.2 Issue the Order of Payment Slip (OPS).	None	2mins per application	<i>Assessors, Window 2 or 3</i>
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,220.00 plus ACR I-Card Fee of \$50.00(calculated according. To BSP Forex Rate on date of payment)	10 minutes	<i>Cashier, Window 4</i>

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<p>3. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.</p>	<p>3. Process the capturing of subject's biometric information (photograph and fingerprint).</p>	<p>None</p>	<p>10-15 minutes</p>	<p>Data capture staff/ officer</p>
<p>4. None</p>	<p>4. Implement the duly approved visa on subject's passport.</p>	<p>None</p>	<p>3 minutes per application</p>	<p>Implementation Officer</p>
<p>5. Submit the claim stub.</p>	<p>5. Release the passport with implemented visa and ACR I-Card.</p>	<p>None</p>	<p>2 mins</p>	<p>Public Information Desk Officer</p>
<p>TOTAL:</p>	<p>Express</p>		<p>7working days</p>	



10. Conversion to Permanent Resident Visa (Probationary) of a Chinese National Married to a Filipino Citizen under Memorandum Order No. MCL-07-021

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Chinese national married to a Philippine citizen and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



VISA APPLICATION

A. APPLICANT

** Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder*

1. Joint Letter Request

2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)

Applicant

Public Information Desk or downloadable from www.immigration.gov.ph

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities



3. Petitioner's birth certificate with valid identification (ID) card



<p>4. Marriage Certificate or Marriage Contract:</p> <p><i>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</i></p> <p><i>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</i></p> <p>5. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Applicant</p> <p>BI-NEFO Assessor</p> <p>National Bureau of Investigation (NBI)</p> <p>Accredited Travel Agency/Law Firm</p> <p>Public Information Desk, or downloadable from www.immigration.gov.ph</p> <p>Petitioner/Applicant/Dependent</p>
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<p>6. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>Petitioner/Applicant/Dependent</p>
<p>8. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	
<p>9. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>B. DEPENDENT/S</p>	
<p>10. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p>	<p>National Bureau of Investigation</p>
<p>11. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>BI-NEFO Assessor</p>
<p>12. Proof of filiation with the principal:</p>	
<p>· If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	

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- If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

9. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)

10. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL

- Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)

- ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport 1.2 Submit the Application Folder to the Officer in-charge	None	10-20 minutes per application	Public Information Desk

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None	<p>2.1 Review the completeness of documentary requirements</p> <p>2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule</p>		3-5 mins per application	Conversion Application Officer In-charge
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<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>7 minutes per application</p>	<p>Assessor; Windows 2 or 3</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p>Cashier/Window 4</p>

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5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt,	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 minutes per application	<i>Public Information Officer</i>
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and visa application to <i>Public Info Desk</i>				
none	<p>6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant</p> <p>6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system</p>	None	4 minutes per application	Conversion Application Officer In-charge
<p>7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p> <p>7.2. Secure the claim stub for ACR I-Card</p>	<p>7.1. Conduct Hearing</p> <p>7.2 Capture the applicant's biometric information (photograph and fingerprint)</p> <p>7.3. Issue the claim stub for ACR I-Card</p>	None	15-20 minutes per application	<p><i>Acting Chief</i></p> <p>Fingerprint Officer</p>



None	<p>8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>8.2 Prepare URS and schedule transmittal</p>	None	within 15 days after hearing	<p><i>Acting Chief</i></p> <p>Conversion Application Officer In-charge</p>
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None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10-15 days	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	3-7 working days	Board Sec and Records Section
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Implementation Officer</i>

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None	13. Sign the visa implementation page	None	2-3 mins per application	<i>Alien Control Officer</i>
14.1 Present claim stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1 st 60 days of the year	None	2-3 mins per application	<i>Public Information Officer</i>
TOTAL		Refer to table below	40-45 working days	

CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.



FEE TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the BangkoSentralngPilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



11.ARD ACR I-Card–New Application (CGAF)

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Conversion of visa application (Immigrant and Non-immigrant) under Sec: (1) 9G (Working/Missionary); (2) 13A Amendment to Permanent; (3) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy) 1.2 Duly accomplished BI Form 2014-08-006 Rev 0 (1 Copy)		1. <i>Public Information Officer</i>

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2. Photocopy of passport bio-page, latest admission, latest tourist visa extension receipt (if applicable), BI-Certificate	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the ACR I-Card application folder concurrent with the visa application folder 1.2. Pay the ACR I-Card fee integrated on the visa application fees	1. Receive folder and payment and issue official receipt 1.2. Advise applicant to come back for the capturing of photo and biometrics as per schedule generated by the system (normally after 1-2 weeks)	50 USD + 500 Php	2 minutes per application	<i>Cashier, Window 4</i>

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2. Come back on the scheduled appointment	2.1 Conduct capturing of biometrics and photos 2.2 Issue claim stub and advise applicant to claim ACR I-Card in 1-2 weeks upon approval of the visa	None	15-20 mins per applicant	<i>Fingerprint Officer</i>
None	3. Sign and endorse application folder to Alien Registration Division (Main Office)		3 mins. per application	<i>Alien Control Officer</i>
None	4.1 Schedule Transmittal of application folder 4.2 Transmit application folder to Alien Registration Division (Main Office)	None	once a week	<i>Liaison Officer</i>
None	5.1 Receive application folder and review completeness and correctness of application 5.2 Recommend approval/denial of application to Alien Registration Chief	None	10 mins. per application	<i>Registration Officer</i>
None	6. Approve/deny application	None	10 mins. per application	<i>Alien Registration Division Chief</i>

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None	7.1 Print ACR I-Card 7.2 Transmit printed ACR to BI-AFO via courier	None	5-7mins per application	<i>Data Trail personnel</i>
None	8.Receive ACR I-Card.	None	1 min.	<i>BI-NEFO staff</i>
9. Present claim stub to claim ACR I-Card	9.1 Release ACR I-Card	None	2 mins	<i>Releasing Window/Window 5</i>
	TOTAL	None	1-2 weeks upon approval of visa application	



12. ARD ACR I-Card – New Application (CGAF)(NON-CGAF)

Office or Division:	Nueva Ecija Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with approved visa application under Sec: (1) 9G (Working/Missionary); (2) Sec.13 Quota Immigrant Visa, (3)13A Immigrant Visa, (4) 13A Amendment to Permanent, (5) 13g and (6) MCL-07-021 Amendment to Permanent and (7) MCL-07-021 Permanent Residency Visa	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished BI Form 2014-08-006 Rev 0 (1 Copy)		1. Public Information Assistance Unit (PIAU)

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2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier
4. Copy of Order of Approval	Applicant
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP
For Amendment of the following:	

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<p>A. Name</p>	<p>A. Court</p>
<p>- Court Order (if applicable) (1 Copy)</p>	
<p>B. Citizenship/Nationality</p> <p>- Official document proving change of citizenship/nationality (1 Copy)</p>	<p>B. Court</p>
<p>C. Civil Status</p> <p>- Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address</p> <p>-Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the ACR I-Card application folder 1.2. Pay the ACR I-Card fee	1. Receive folder and payment and issue official receipt IMPORTANT NOTE 1: Re-capturing of biometrics and photos will only be conducted for re-registrants and every after 5 years for immigrant visa holders	50 USD + 500 Php	2 minutes per application	<i>Cashier, Window 4</i>
None	2.1 Re-evaluate application folder 2.2 Issue claim stub and advise applicant to claim ACR I-Card in 1-2 weeks	None	5mins per applicant	<i>Officer In-charge of Registration</i>
None	3. Sign and endorse application folder to Alien Registration Division (Main Office)		3 mins. per application	<i>Alien Control Officer</i>
None	4.1 Schedule Transmittal of application folder 4.2 Transmit application folder to Alien Registration Division (Main Office)	None	once a week	<i>Liaison Officer</i>

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None	5.1 Receive application folder and review completeness and correctness of application 5.2 Recommend approval/denial of application to Alien Registration Chief	None	10 mins. per application	<i>Registration Officer</i>
None	6. Approve/deny application	None	10 mins. per application	<i>Alien Registration Division Chief</i>
None	7.1 Print ACR I-Card 7.2 Transmit printed ACR to BI-AFO via courier	None	5-7 mins per application	<i>Data Trail personnel</i>
None	8. Receive ACR I-Card.	None	1 min.	<i>BI-NEFO staff</i>
9. Present claim stub to claim ACR I-Card	9.1 Release ACR I-Card	None	2 mins	<i>Releasing Window/Window 5</i>
	TOTAL	None	1-2 weeks upon transmittal of application folder to ARD Main Office	







OLONGAPO IMMIGRATION FIELD

OFFICE EXTERNAL SERVICES



1. Alien Registration Program (ARP)

Office or Division:	Olongapo Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	All foreigners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.ARP Form (BI form 2014-08-019 rev 0)		1.Ozamiz Field Immigration Office		
2.2x2 Colored Picture		2.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the completely filled-out application form.	1.Receive and review the form then register it to the system	None	5 to 10 minutes	Staff-in-charge
2.Claim the stub	2.Release the stub indicating the date of release	None	2 minutes	Staff-in-charge



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Alien Registration Division- Fingerprint Section (ARD-FS)	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		1.Applicant
2. Original Passport		2.Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1 of ARD-FS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer/s in Room 214



<p>2. Submit the OPS to the cashier for payment</p>	<p>2. Issuance of Official Receipt</p>	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	<p>10 minutes per applicant</p>	<p>Cashier Cash Section</p>
<p>TOTAL:</p>		<p>P 310 (if no violation of Sec. 10)</p>	<p>15 minutes</p>	



3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Division- One Stop Action Unit (ARD-OSAU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.ARP Counter, Main Lobby
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2.ARP Counter, Main Lobby
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		3.ARP Counter, Main Lobby
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4.Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		5.Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		6.Applicant

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7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		7.Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		8.National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>OSAU Staff & Fingerprint Examiner ARP Counter G/F</i>
2. Secure the Order of Payment Slip (OPS).	2. The OSAU staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor Window 6-10 G/F</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier Cash Section (Window 13,14, 15, 16 G/F)</i>
4. Submit the Official Receipt (OR)	4.1 OSAU staff receives the OR and issues claim stub.	None	1 to 2 Days	<i>Receiving/Releasing Staff- Window 9-10</i>

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	4.2 For Fingerprint Verification, OSAU staff encodes and prints the ECC/CE for review of the OSAU Chief.	None		<i>Fingerprint Examiner/ ECC Typist ARD- OSAU Chief ARD- OSAU</i>
	4.3 Final review and approval	None	1 day	ARD Deputy Chief and ARD Chief
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Window 9-10</i>
	TOTAL:		3 days, 38 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	

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ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)

ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)

Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4.A Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Tourist Visa Section (TVS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. Public Information Assistance Unit / BI Website www.immigration.gov.ph/	
2. Notarized letter of explanation for overstaying	2.Applicant	
3. Passport of the applicant (original)	3.Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4.Applicant	
5. Birth Certificate if applicant is a child	5.Applicant	
<i>Additional requirements per visa category:</i> Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 6.BI Accreditation ID of the Travel Agent (1 photocopy)		6.Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge TVS
2. Receive the claim stub	2.1 Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge TVS
	2.2 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 working day	Staff-in-charge TVS



	2.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors TVS
	2.4 Draft the Order.	None		Staff-in-charge TVS
	2.5 Review and sign Order for endorsement to the C, IRD	None	1 hour	Chief TVS
	2.6 Transmit the Order to the Immigration Regulation Division (IRD)	None		Staff-in-charge TVS
	2.7 Review and sign the Order.	None	2 working days	Chief IRD
	2.8 Transmit the Order to Office of the Commissioner.	None	5 minutes	Staff-in-charge IRD
	2.9 Approval / Disapproval of the Commissioner	None	3 working days	Commissioner



	2.10 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	Staff-in-charge OCOM
	2.11 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge TVS
3. Present the claim stub	3.1 Assess the fees.	None	10 minutes	Assessors TVS
	3.2 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Staff-in-charge TVS
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier Cash Section
5. Submit the OR.	5.1 Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Visa Reviewing and Approving Officer TVS
	5.2 Enter the approval in the BI system.	None	5 minutes	

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	5.3 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	Staff-in-charge TVS
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge TVS
TOTAL:		Total fees depends on number of months overstayed	8 days 12 hours and 10 minutes	



5. B. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Tourist Visa Section (TVS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/	
2. Notarized letter of explanation for overstaying	2. Applicant	
3. Passport of the applicant (original)	3. Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4. Applicant	
5. Birth Certificate if applicant is a child	5. Applicant	
6. Marriage Certificate if the applicant is married to a Filipino.	6. Applicant	



<p><i>Additional requirements:</i></p> <p>7. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or</p> <p>8. Photocopy of BI Accreditation ID of the Travel Agent</p>		7.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge TVS
2. Receive the claim stub	2.1 Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge TVS
	2.2 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	Staff-in-charge TVS



	2.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors TVS
	2.4 Draft the Order.	None		Staff-in-charge TVS
	2.5 Review and sign Order for endorsement to the C, IRD	None	2 hours	Chief TVS
	2.6 Transmit the Order to the Immigration Regulation Division (IRD)	None		Staff-in-charge TVS
	2.7 Review and sign the Order.	None	2 working days	Chief IRD
	2.8 Transmit the Order to Office of the Commissioner.	None		Staff-in-charge TVS
	2.9 Approval / Disapproval of the Commissioner	None	3 working days	Commissioner
	2.10 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	Staff-in-charge OCOM

	2.11 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge TVS
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	Staff-in-charge TVS
4. Proceed to window 5	4. Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	Staff ARD
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier Cash Section
6. Submit the OR.	6.1 Assess the Miscellaneous fees.	None	10 minutes	Assessors TVS
	6.2 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	Staff-in-charge TVS
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	Cashier Cash Section
8. Submit the OR.	8.1 Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Visa Reviewing and Approving Officer



	8.2 Enter the approval in the BI system	None	5 minutes	TVS
	8.33 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i> TVS
	8.4 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i> TVS
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	<i>Staff-in-charge</i> TVS
TOTAL		<i>Total fees depends on number of months overstayed</i>	9 days 12 hrs and 20 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies



**Schedule of
 Fees: REGULAR
 LANE**

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00



b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00



EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00

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ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



6. 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:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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	
WHERE TO SECURE	
1.Letter request addressed to the Commissioner from the representative of the petitioning school;	1.Applicant/client & petitioning school
2.Duly 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;	2.BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3.Photocopy of passport bio-page and latest admission with valid authorized stay;	3.Applicant

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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 applicants below 18 years of age;		4.Petitioning school		
5.Photocopy of BI school accreditation ID of the registrar or school representative;		5.Petitioning school		
6.National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		6.National Bureau of Investigation		
7.BI Clearance Certificate.		7.Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer Window 2, Student Visa Section, 2 nd floor, Civic Center Building C, Quezon City Hall Complex



	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors Window 2, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I- Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I- Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	Cashier Window 1, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementor Window 3, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
TOTAL	Express	Php 5,240.00 plus ACR I- Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	



	Regular	Php 3,740.00 plus ACR I- Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	
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7. Special Work Permit (SWP)

Office or Division:	BI SANTA ROSA FIELD OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	A foreign national who shall engage in gainful employment for three to six months			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.List of requirements are indicated in BI FORM NO. COM COM02.QF.SWP01-REV 3 which can be accessed at www.immigration.gov.ph		1.BI Website		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements	1.Review and Assess	6,440	1 hour	ACO



PUERTO PRINCESA IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. 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:	Puerto Princesa Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
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 ESDA 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	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant/client & petitioning school
2. Duly 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;	2. BI website or Information Counter

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	3. Applicant
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 applicants below 18 years of age;	4. Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation
7. BI Clearance Certificate.	7. Puerto Princesa Immigration Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving staff/officer Information Counter

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	<i>Cashier</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Implementer</i>
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00	7 days	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<i>(BSP Forex Rate)</i>		



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Puerto Princesa Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Registration Officer</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.ARP Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2.ARP Counter
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate		3.ARP Counter
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4.Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		5.Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		6.Applicant



7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		7.Applicant		
8. NBI Clearance Note: Applicable to Applicants with Order to Leave		8.National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Staff & Fingerprint Examiner ARP Counter
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier
4. Submit the Official Receipt (OR)	4.1 staff receives the OR and issues claim stub.	None	1 to 2 Days	Receiving/Releasing Staff
	4.2 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the Chief.	None		Fingerprint Examiner/ ECC Typist Chief
	4.3 Final review and approval	None	1 day	Chief



5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	Receiving/Releasing Staff
	TOTAL:		3 days, 38 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>



4. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1. Information Counter or ARP Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2. Information Counter or ARP Counter
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)		3. Information Counter or ARP Counter
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4. Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)		5. Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)		6. Applicant

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7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		7.Applicant		
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		8.Applicant		
9.If traveling with parent: a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship		9.Applicant		
10.If travelling with legal guardian: a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s		10.Parent/Guardian		
11.If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent		11.Parent/Guardian		
12.For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of traveling companion		12.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Job Order Personnel</i> ARP Counter
2. Secure the Order of Payment Slip (OPS).	2. The staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Job Order</i> Assessment Counter

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier
4. Submits the Official Receipt (OR).	4. ECC staff receives the OR and issues claim stub.	None	1 to 2 days	Receiving/Releasing Staff
	4.1 ECC staff encodes and prints the ECC/CE for review of the ACO.	None		ECC Typist ECC Counter
	4.2 Final review and approval.	None	1 day	ACO
5. Present the claim stub.	5. Release the approved ECC/CE.	None	3 Minutes	Receiving/Releasing Staff Releasing Counter
	TOTAL		3 days and 38 minutes	



5. Temporary Visitor's Visa (TVV) Extension - VISA WAIVER

Office or Division:	Puerto Princesa Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Non-visa required foreign nationals admitted under Executive Order No. 408 for a thirty (30) day-stay, visa-free, and is requesting for an initial extension of twenty-nine (29) days.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1.Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	1.Receiving desk
2.Passport of the applicant (original)	2.Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy)	
Additional requirements per visa category: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	<i>Assessors</i>
	1.2 Check the derogatory record. Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane:	10 Minutes	<i>Cashier</i>

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		Php 2,130 w/ valid visa		
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
	3.2 Implementation of visa extension	None	5 Minutes	
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.	None	2 Minutes	<i>Staff-In-Charge</i>
4. Present the BI Clearance Certificate and Conformity Sheet	9. 4. 4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	<i>Staff-In-Charge</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-In-Charge</i>



TOTAL if processed under Express Lane	Php 3,130 w/ <i>valid visa</i>	1 hour and 4 minutes when personally transacted by applicant.
	Php 4,140 w/ <i>expired visa</i>	2 working days when transacted by authorized representative or BI-accredited Travel Agent
TOTAL if processed under Regular Lane	Php 2,130 w/ <i>valid visa</i>	3 working days.



6. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Puerto Princesa Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)

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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter.
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	4) For a 6 months extension, <i>see item L.</i>
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter.
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	4) For a 6 months extension, <i>see item L.</i>
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days.



	G. Executive Order No. 408 (EO408); 30 Days	1) Initial extension of 29 days visa waiver 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, <i>see item L.</i>
	H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly, 2 months or 6 months. (For a 6 months extension, <i>see item L.</i>)
	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.
		17 P a
	J. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days. 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, <i>see item L.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Consolidated General Application Form for Extension Of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	1.Receiving desk
2. Passport of the applicant (original)	
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	

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Additional requirements per visa category: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	2.Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1 1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	5 Minutes	Assessors
	1.2 Check the derogatory record. Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and	None	5 Minutes	

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	require the applicant to affix his name and signature thereon.			
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	Visa Approving Officer
	3.2 Implementation of visa extension	None	5 Minutes	
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, client is given a claim stub.	None	2 Minutes	Staff-In-Charge
4. Present the BI Clearance Certificate and Conformity Sheet	9. 4. 4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-In-Charge
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	Staff-In-Charge



<p>TOTAL if processed under Express Lane</p>	<p>Total fees depend on visa category and approved extension duration.</p>	<p>1 hour and 4 minutes when personally transacted by the applicant. 2 working days when transacted by authorized representative or BI-accredited Travel Agent</p>
<p>TOTAL if processed under Regular Lane</p>		<p>3 working days.</p>

7. Boarding Formalities

a. Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign nationals	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Valid passport/ travel document	1. Concerned issuing authority
	2. Completely filled out e-travel pass	2. https://etravel.gov.ph
	Additional Requirements (If applicable)	3. Philippine Foreign Service Post, BI
	3. Valid visa (Tourist Entry Visa/Immigrants/Non-Immigrant/Special Non-Immigrant Visa)	
	4. Return/ Onward ticket (Tourist)	4. Airline/Shipping line
	5. Valid ACR I-Card (Non-immigrants/ Immigrants/Special visa holders)	5. Alien Registration Division (ARD)-BI
	6. Re-entry Permit (RP) for immigrants and valid Special Return Certificate (SRC) for non-immigrants	6. ARD, Designated Cashiers- BI Main Office, Support Offices, or International Ports of Entry and Exit
	7. Special Retirees Resident Visa (SRRV) Identification Card (ID)	7. Philippine Retirement Authority (PRA)
	8. Special Investor's Resident Visa (SIRV) ID	8. Board of Investment (BOI)

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9. Travel Authority/ Mission Order and Identification Card of Military Personnel under PH- US Balikatan	9.United States of America (USA) Government
10. Proof of accommodation/hotel booking	10.Hotel/Accommodation Facility
11. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with parents)	11.BI-International Ports of Entry
12. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	12.BI- Main Office, Certification and Clearance Section(CCS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	Php 3120 (WEG)	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts 2.1 Ask questions for evaluation purposes	None	10 seconds 10 seconds	<i>Immigration Officer</i>

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<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>3.1 Respond to questions asked by IO/DIS/I-PROBES and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refers to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i></p> <p><i>Immigration Officer/ Duty Immigration Supervisor (DIS)/ Immigration Protection and Border Enforcement Section (I-PROBES) Anti-Fraud Section (AFS)</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow entry of foreign national, affixes the arrival stamp, flight number, admission status and validity of stay.</p> <p>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>90 seconds</p>	



8. Port Clearance

a. Departure Formalities for Foreign Passport / Travel Document Holders

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Puerto Princesa Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Foreign passports or Travel Document Holders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	1. Concerned issuing authority
2. Boarding pass	2. Airline/Shipping Line
3. Completely filled out departure card	3. Airline/Shipping Line/BI
Additional requirements (if applicable) 4. ACR I-card (Immigrants/ Non-immigrants/Special Non-Immigrants) or authorized agency issued ID for Special Non-immigrants	4. Alien Registration Division (ARD), BOI, PRA
5. Certificate of Not The Same Person (NTSP)	5. BI-CCS
6. Allow Departure Order (ADO), Lifting Order (LO), if applicable	6. BI-Main Office, Intramuros, Manila
7. Emigration Clearance Certificate (ECC)-A, if applicable	7. ARD or Alien Control Officers (ACOs) of Support Offices, BI



8. Payment of Re-Entry Permit (RP) or Special Return Certificate (SRC), and visa extension if applicable	8.ARD, Subport Offices, Cashiers at International Ports of Entry and Exit
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year) Php 2 170 (succeeding travel/s within the year))	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Asks questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>
3. Follow instructions and awaits the decision of Immigration Officer Respond to questions asked by IO/DIS/I-PROBES and presents supporting documents, if applicable	3. Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.	None	30 seconds	<i>Immigration Officer/ Cashier</i>

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4. Await the release of passport/ travel document	4. Allow exit of foreign national, affixes the departure stamp, and flight number In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.	None	25 seconds	<i>Immigration Officer</i> <i>Immigration Officer/DIS/ I-PROBES</i> BCIU
	TOTAL		90 seconds	



b. Departure Formalities for Philippine Passport / Travel Document Holders

All departing Philippine passports or Travel Document Holders shall undergo Immigration departure formalities to ensure compliance with existing laws, rules, and regulations.

Office or Division:	Puerto Princesa Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Departing Philippine passports or Travel Document Holder

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	1.Department of Foreign Affairs (DFA)
2. Boarding pass	2.Airline/Shipping Line
3. Filled out departure card	3.Airline/Shipping Line/BI
Additional requirements, if applicable	4.Concerned visa issuing authority
4. Valid Visa required by the country of destination	
5. Travel Declaration and Acceptance of Terms and Risk Form	5.Airline Counter/Immigration Departure Area
6. Travel and health insurance	6.Travel and health insurance company of the passenger
7. Confirmed round trip ticket for tourist	7.Airline/Travel Agency

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8. Department of Social Welfare and Development (DSWD) Clearance for minors	8. Department of Social Welfare and Development (DSWD)
9. Pre-departure Orientation Seminar (PDOS) and CFO certificate for: a. First time Immigrant visa holders (emigrants) b. Filipino Fiance/Spouse/Partner of Foreign National/Former Filipino Citizen/ Dual Citizen with Visa and CFO Guidance and Counseling Certificate c. Au Pair bound for Europe d. Students issued of J1 Visa bound for United States of America (USA) e. Others (please refer to CFO website at https://cfo.gov.ph)	9. Commission on Filipino Overseas (CFO)
10. PDOS Certificate, valid work visa and contract for first time OFW	10. CFO, OWWA, Visa Issuing Authority and Employer
11. Overseas Employment Certificate (OEC) for Overseas Filipino Workers (OFW)	11. Philippine Overseas Employment Administration (POEA)

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12. Travel Authority (TA) for government employees	12. Employer Government Institution
13. Seafarer's Identity Document (SID) and Seafarer's Record Book	13. Maritime Industry Authority (MARINA)
14. Certificate of Not the Same Person (NTSP) for those with the same name found in the BI Derogatory Record Database	14. BI-Main Office-CCS
15. Allow Departure Order (ADO) for passengers with active Hold Departure Orders (HDO) and Watch List Orders (WLO)	15. BI Main Office, Intramuros, Manila

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. Checks the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Ask questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>

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<p>3. Follow instructions and awaits the decision of Immigration Officer Respond to questions asked by IO/DIS/I-PROBES and presents supporting documents, if applicable</p>	<p>3.Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>		<p>30 seconds</p>	<p><i>Immigration Officer</i> <i>Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control Enforcement Unit (I-PROBES)</i> <i>Anti-Fraud Section (AFS) personnel</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow exit of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. In case the Philippine passport/travel document holders has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i> <i>Immigration Officer/DIS/ Border Control Intelligence Unit (BCIU) personnel</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>90 seconds</p>	



9. Disembarkation / Sign-Off for Filipino Seafarers

Request for clearance for disembarking Filipino seafarers.

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:	Complex	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form 2014-10-009 Rev 1 <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Notice of Embarkation/Disembarkation approved by BSS (with no dero stamp)	1.Applicant	
2. Photocopy of seafarer's passport bio-page;	2.Applicant	
3. Photocopy of seaman's book;	3.Applicant	
4. Photocopy of arrival crew list duly signed by the captain;	4.Applicant	
5. Photocopy of vessel ports of call;	5.Applicant	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Stamping of passport/seafarer's book	None	5 minutes	Staff Immigration Officer
TOTAL:		None	5 minutes	



10. Payment of Visa Crew list

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:		
Type of Transaction:		
Who may avail:	Any foreign crew members of a foreign vessel who do not possess a seaman's visa with meritorious reasons for failing to secure the said visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Crew List		1.Applicant
2.Notice of Arrival		2.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the requirements.	1.Assess the documents submitted.	None	5 minutes	Receiving Window
	2.Issuance of OPS.		5 minutes.	Assessor

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2.Payment of fees.	2. Issuance of Official Receipt	Visa fee per foreign seaman 100.00 Express fee 500.00 Legal Research Fee per foreign seaman 10.00	5 minutes	Immigration Cashier
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11. Special Work Permit (SWP)

Office or Division:	Puerto Princesa Immigration Field Office	
Classification:		
Type of Transaction:	Government to Citizen – (G2C)	
Who may avail:	A foreign national who shall engage in gainful employment for three to six months	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal - Applicant		1.Applicant
1. Letter-request addressed to the Commissioner from the Petitioning company		
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);		2.Information Counter
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;		3.Applicant
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;		4.Petitioner

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<p>5. Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <ol style="list-style-type: none">1. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and2. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business). <p>b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>5.Applicant</p>
<p>6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);</p>	<p>6.Bureau of Internal Revenue (BIR)</p>
<p>7. BI Clearance Certificate.</p>	<p>7.Puerto Princesa Immigration Field Office</p>

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<p>Petitioner / Company</p> <p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none">i. Securities and Exchange Commission (SEC) Certificate of Registration;ii. Articles of Incorporation (AOI); andiii. General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none">i. Securities and Exchange Commission (SEC) Certificate of Registration; andii. Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none">i. Department of Trade and Industry's Certificate of Registration of Business Name.	
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence).</p> <p>For newly created company, 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 copy of ITR with proof of filing.</p>	

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<p>4. Submit the following for the particular positions (if applicable):</p> <p>A. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>B. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <ul style="list-style-type: none">a. CBCP,b. PCEC,c. INC,d. JIL, ore. Other legitimate religious sects. <p>C. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <ul style="list-style-type: none">a. For Commercial Models: FAP.b. For Foreign Journalists: Malacañang Press Corps.c. For Trainees: GOCC or Sponsoring Private Entity.	
<p>5. Mayor's Permit;</p>	<p>5.LGU</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and</p>	<p>6.Applicant</p>

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<p>7. A sworn declaration of the petitioning company operating in the Philippines:</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and</p> <p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).</p>		7.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i> Information Counter
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessor



<p>5. Present the OPS to the Cashier for payment.</p>	<p>3. Issue the Official Receipt (OR) and claim stub.</p>	<p>NO I-CARD Php 6,440.00</p> <p><i>*Fees are updated as of 06 March 2014 and may change without prior notice.</i></p> <p><i>Additional Fee for ACR I-Card</i> 1 Year - + US \$50</p> <p><i>*Fees are updated as of 06 March 2014 and may change without prior notice.</i></p>	<p>10 minutes</p>	<p>Cashier</p>
<p>6. Submit the claim stub</p>	<p>4. Release of passport, and copy of permit to applicant.</p>	<p>None</p>	<p>5 minutes</p>	<p>Implementer</p>



SANTA ROSA IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Santa Rosa Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.BI Santa Rosa
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2.BI Santa Rosa
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		3.BI Santa Rosa

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4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	4.Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)	5.Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	6.Applicant

7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	7.Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	8.National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>BI Admin Staff</i>

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2. Secure the Order of Payment Slip (OPS).	2. The OSAU staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	<i>Window 1</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	<i>Cashier Window 2 & 3</i>
	4. Final review and approval	None	1 day	Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	<i>Receiving/Releasing Staff Window 1</i>
	TOTAL:		1 day	



2. Extension of Tourist Visa

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	BI Santa Rosa Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form		1. BI Santa Rosa Field Office / BI Website www.immigration.gov.ph/	
2. Passport of the applicant (original)		2. Applicant	
3. Bio page of the passport and latest arrival stamp (1 photocopy)		3. Applicant	
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable 2. Photocopy of BI Accreditation ID of the Travel Agent		4. Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1.1 Review the completeness of application	None	5 Minutes	<i>Assessors</i>
	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	<i>Assessors</i>
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	<i>Assessors</i>

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	1.4 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	<i>Assessors</i>
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	See the OPS	10 Minutes	<i>Cashier</i>
	3. Implementation of visa extension	None	5 Minutes	<i>Implementor</i>
	4. Approval of Visa Extension	None	5 Minutes	<i>Visa Approving Officer</i>
	5. Release passport and Official Receipt	None	2 Minutes	<i>Releasing Staff</i>



3.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:	BI Santa Rosa Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
1.Letter request addressed to the Commissioner from the representative of the petitioning school;		1.Applicant/client & petitioning school
2.Duly 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;		2.BI Santa Rosa Field Office / BI website or Information Counter

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3. Photocopy of passport bio-page and latest admission with valid authorized stay;		3. Applicant		
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 applicants below 18 years of age;		4. Petitioning school		
5. Photocopy of BI school accreditation ID of the registrar or school representative;		5. Petitioning school		
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		6. National Bureau of Investigation		
7. BI Clearance Certificate.		7. Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Receiving staff/officer</i>

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2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	With 3 working days	<i>Evaluation Officer</i>
	2.2 Issue the Order of Payment Slip (OPS)	None	10 Minutes	Assessors
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 4,740 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	10 Minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 Minutes	Implementor
TOTAL	Express	PHP 4,740 plus ACR I Card Fee USD 50.00 (BSP Forex Rate)	2-1 month	



4. Special Work Permit (SWP)

Office or Division:	BI SANTA ROSA FIELD OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	A foreign national who shall engage in gainful employment for three to six months			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.List of requirements are indicated in BI FORM NO. COM COM02.QF.SWP01-REV 3 which can be accessed at www.immigration.gov.ph		1.BI Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements	1.Review and Assess	PHP 6,440	1 Hour	ACO



5. Motion for Reconsideration

a. Six (6) months but not exceeding twelve (12) months/more than one (1) year

Office or Division:	BI Santa Rosa Field Office			
Classification:	Proceed with approved from Office of the Commissioner			
Type of Transaction:	Government to Foreign (G2F)			
Who may avail:	FOreign national who overstayed for more than 6 months			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.BI Form No. 2014-01-011 which can be accessed at www.immigration.gov.ph		1.BI WEBSITE		
2.Letter addressed to the Commissioner		2. Applicant/Client		
3.Valid passport, official receipt of extension of visa and last authorized stay,		3.Applicant/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request for updating	1.One week	None		BI Santa Rosa/IRD/OCOM



6. Alien Registration Program

Office or Division:	BI Santa Rosa Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen	
Who may avail:	All foreign nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Valid passport		1.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request for ARP	1.One day	None	15 Minutes	ARP in-charge



7. Provisional Work Permit (PWP)

Office or Division:	BI Santa Rosa Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Business	
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. List of requirements are indicated in COM02.QF.002-REV 3 which can be accessed at www.immigration.gov.ph		1. BI Website

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Review and Assess	PHP 4,040	1 Hour	ACO
	TOTAL	PHP 4040	1 Hour	



TAYTAY IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Alien Registration Program (ARP)

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual Special Security Registration Number (SSRN). The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	BI Taytay Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All foreign nationals living in the Philippines.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;	1.Receiving area - BI Taytay Field Office
	2. 2x2 picture with white background, and must be taken within the last three (3) months from the date of application (4 pieces);	2.Applicant
	3. Passport Biopage, latest arrival stamp (1 photocopy each);	3.Applicant
	4. Proof of Payment of Previous and Latest Visa Extensions (1 photocopy); and,	4.Applicant
	5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy).	5.Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form and documentary requirements.	1.1 Review of subject's details upon receipt of CGAF for ARP.	None	2 minutes	Receiving staff
	1.2 Encoding of subject's details.	None	5 minutes	ARP Officer
2. Biometrics - photo capturing and fingerprint scanning.	2. Performs biometrics to the subject - photo capturing and fingerprint scanning.	None	15 minutes	ARP Officer
3. Release of SSRN (if necessary)	3.1 Review of subject's details and biometrics.	None	5 minutes	ARP Officer
	3.2 Printing of SSRN, if needed for ECC application.	None	3 minutes	ARP Officer
	TOTAL:		30 minutes	



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuro s, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	BI Taytay Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based; and,		1.Applicant
2. Original Passport.		2.Applicant
Note: <i>For dispute purposes (annual report arrears)</i> , applicant may present official receipts of previous annual report payments for updating.		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit passport	1. Retrieval of subject data from Annual Report Program upon receipt of Reference Number/QR code for AR.	None	3 minutes	Reviewing officer / Assessor



and ACR I-Card to receiving staff.	1.2 Assessment of subject's Annual Report registration details vis-a-vis passport and ACR I-card information.	None	3 minutes	Reviewing officer / Assessor
2. Biometrics and assessment of fees.	2.1 Biometrics capturing of subject or representative.	None	3 minutes	Reviewing officer / Assessor
	2.2 Assessment of applicable fees and Order of Payment Slip Issuance to subject.	None	2 minutes	Reviewing officer / Assessor



<p>3. Submit the OPS to the cashier for payment.</p>	<p>3. Payment processing by Cashier.</p>	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended.</p>	<p>3 minutes</p>	<p>Cashier</p>
<p>4. Release of Official Receipts.</p>	<p>4. Printing and Releasing of Official Receipts.</p>	<p>None</p>	<p>1 minute</p>	<p>Cashier</p>
<p>TOTAL:</p>		<p>Php 310 (if no violation of Sec. 10)</p>	<p>15 minutes</p>	



3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country, and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Taytay Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail:	1. Temporary Visitor Visa, also known as Tourist Visa, holders who have stayed for over six (6) months in the Philippines; 2. Tourist Visa holders with orders to leave (OTL); 3. Expired or downgraded Immigrant or Non-Immigrant Visa holders; 4. Valid Immigrant or Non-Immigrant Visa holders who are leaving the Philippines for good; 5. Philippine-born foreign nationals who is about to depart from the Philippines for the first time; and, 6. Bona fide seafarers who have stayed in the Philippines for 30 days or more and has a duly approved discharge from the Bureau of Immigration.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;		1.Receiving area - BI Taytay Field Office
2. BI Form 2015-08-001A Rev 0 - Emigration Clearance Certificate (Main Office) (2 certificate);		2.Receiving area - BI Taytay Field Office or BI Website
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces);		3.Applicant
4. Passport Biopage, Latest arrival stamp (1 photocopy each);		4.Applicant



5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy);		5.Applicant		
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy); and,		6.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	ARP Officer
2. Secure the Order of Payment Slip (OPS).	2. The ARP Officer at the Alien Registration Program (ARP) counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	5 minutes	Assessor
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	5 minutes	Cashier
4. Submit the Official Receipt (OR).	4. BI Taytay staff receives the OR and issues claim stub.	None	3 minutes	Receiving/Releasing Staff



	4.1 For Fingerprint Verification, BI Taytay staff encodes and prints the ECC/CE for review by the reviewing officer.	None	30 minutes	ECC Encoder Reviewing Officer
	4.2 Final review and approval.	None	1 day	BI Taytay ACO
5. Presents the claim stub.	5. Releases the approved ECC/CE.	None	2 minutes	Receiving/Releasing Staff
	TOTAL:		1 day and 55 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Administrative fine per month for late registration (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year <i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine.</i>



4. Extension of Authorized Stay of Temporary Visitors Visa

Office or Division:	BI Taytay Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national whose stay will exceed fifty-nine (59) days should secure extensions of stay with the Bureau of Immigration.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004); and,	1.Receiving area - BI Taytay Field Office / BI Website
2. Passport of the applicant (original).	2.Applicant
3. <i>Additional requirements per visa category:</i> a. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative - as applicable; or, b. BI Accreditation ID of the Travel Agent (1 photocopy)	3.Representative of the Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive and review the application form for completeness and correct attachments.	None	5 Minutes	Receiving staff



<p>1. Submit the completely filled-out application form, and original passport.</p>	<p>1.2 Check the derogatory records using the VIMS database of Hold Departure, Blacklist, Watchlist and Alert List .</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) at BI Main Office in Intramuros for processing of appropriate derogatory clearance and/or Certificate of Not The Same Person (NTSP).</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessor</p>
	<p>1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay.</p>	<p>None</p>	<p>2 minutes</p>	<p>Assessor</p>
	<p>3.1 Assessment of applicable fees.</p>	<p>None</p>	<p>5 minutes</p>	<p>Assessor</p>



3. Secure the Order of Payment Slip (OPS).	3.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	2 minutes	Assessor
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	2 minutes	Cashier
5. Submit the OR.	5.1 Review the correctness of payment and visa validity printed on the receipt.	None	5 minutes	Visa Reviewing and Approving Officer, Alternate Signatory
	5.2 Enter the approval using the VIMS database.	None	5 minutes	Implementor
	5.3 Implementation using the VIMS database.	None	5 minutes	Implementor
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	2 minutes	Releasing staff



	6.2 If applicable, printing of ACR I-Card.	US\$50.00	14 working days or earlier	Alien Registr ation Division - BI Main Office
	6.3. Release of ACR I-Card.	None	2 minutes	Releasing Staff
	TOTAL:	Total fees depends on number of months overstayed	40 minutes plus 14 days for the ACR I- Card release	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
3) One (1) Month Extension after 59 days of Stay	

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(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
4) Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
i. 14-15 years of age	4,650.00
i. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
i. 14-15 years of age	5,450.00
i. 16 years above	5,700.00
5) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



5. Provisional Work Permit (PWP)

PWP is issued to a foreign national during the pendency of an application for pre-arranged employment visa.

Office or Division:	BI Taytay Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa.	
CHECKLIST OF REQUIREMENTS PRINCIPAL - APPLICANT		WHERE TO SECURE
1. Letter-request addressed to the Commissioner from the Petitioning company	1.Petitioning company	
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	2.Receiving area / BI Website	
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;	3.Applicant	
4. Duly acknowledged Contract of Service, 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;	4.Applicant	
5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;	5.Applicant	



6. For Corporation or Partnership, 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.Applicant
7. Photocopy of the official receipt of AEP or 9g application;	7.Applicant
8. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);	8.Applicant
9. Special Temporary Permit for an applicant who intends to practice profession regulated by the Professional Regulation Commission (PRC); and,	9.Applicant
10. BI Clearance Certificate	10.BI Taytay Field Office
CHECKLIST OF REQUIREMENTS PETITIONER – COMPANY	WHERE TO SECURE
1. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing;	1.Petitioning company
2. Submit the following: c. 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 (AOI); and, 	2.Petitioning company



<ul style="list-style-type: none"> • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>d. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	
3. Mayor's Permit.	3. Petitioning company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and necessary attachments.	1.1 Receive and review the application form for completeness and correct attachments.	None	10 minutes	Evaluator
	1.2 Check the derogatory records using the VIMS database of Hold Departure, Blacklist, Watchlist and Alert List.	None	5 minutes	Assessor
	1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay.	None	5 minutes	Assessor
2. Secure the Order of Payment Slip (OPS).	2.1 Assessment of applicable fees.	None	5 minutes	Assessor
	2.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	2 minutes	Assessor
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Php 4,040	2 minutes	Cashier



4. Submit the Official Receipt (OR).	4.1 BI Taytay staff receives the OR and issues claim stub.	None	3 minutes	Releasing staff
	4.2 Encoding of subject's details in Visa Application Information System (VAIS).	None	5 minutes	Assessor
	4.3 Preparation of PWP order for approval/disapproval.	None	15 minutes	Assessor
	4.4 Review and recommend approval.	None	10 minutes	Reviewing Officer
	4.5 Final review and approval of ACO.	None	1-3 working days	BI Taytay Field Office ACO
5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	Releasing staff
	TOTAL:	Php 4,040	1-3 working days and 67 minutes	



Schedule of Fees:

APPLICATION TYPE	FEES (in Php)
Application Fee	2,000
Certificate Fee	500
Legal Research Fee	20
Service Fee	100
PWP Fee	400
Legal Research Fee	20
Express Lane Fee (Certification)	500
Express Lane Fee (Filing)	500
Total	4,040



6. 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:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals, who are: 1. Below 18 years old; 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant or petitioning school
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 2). If the applicant is a minor, it shall be signed by the parent or the legal guardian;	2. Receiving area or BI Website



3. Photocopy of passport bio-page and latest admission with valid authorized stay;	3.Applicant
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 applicants below 18 years of age;	4.Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5.Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and,	6.National Bureau of Investigation
7. BI Clearance Certificate.	7.BI Taytay Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form,	1.1 Receive and review the application form for completeness and correct attachments.	None	10 minutes	Evaluator
	1.2 Check the derogatory records using the VIMS database of Hold Departure, Blacklist, Watchlist and Alert List.	None	5 minutes	Assessor

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original passport, and necessary attachments.	1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay.	None	5 minutes	Assessor
2. Secure the Order of Payment Slip (OPS).	2.1 Assessment of applicable fees.	None	5 minutes	Assessor
	2.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	2 minutes	Assessor
3. Present the OPS to the Cashier for payment.	3.. Issue the Official Receipt (OR).	Php 4,740 plus US\$50 for ACR I- Card if applicable	2 minutes	Cashier
4. Submit the Official Receipt (OR).	4.1 BI Taytay staff receives the OR and issues claim stub.	None	3 minutes	Releasing staff
	4.2 Encoding of subject's details in Visa Application Information System (VAIS).	None	5 minutes	Assessor
	4.3 Preparation of PWP order for approval/disapproval.	None	15 minutes	Assessor
	4.4 Review and recommend approval.	None	10 minutes	Recommending Approval
	4.5 Final review and approval of ACO.	None	1-3 working days	BI Taytay Field Office ACO



5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	Releasing staff
	TOTAL:	Php 4,740	1-3 working days and 67 minutes	



7. Special Work Permit (SWP)

A foreign national who shall engage in gainful employment for three to six months.

Office or Division:	BI Taytay Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who shall engage in gainful employment for three to six months

CHECKLIST OF REQUIREMENTS PRINCIPAL - APPLICANT	WHERE TO SECURE
1. Letter-request addressed to the Commissioner from the Petitioning company	1.Petitioning company
2.Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	2.Applicant
3.Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	3.Applicant
4.Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties	4.Applicant



<p>5.Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and,</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>b. For regulated professions, applicants must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	<p>5.Applicant</p>
<p>6.Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and</p>	<p>6.Applicant</p>
<p>7.BI Clearance Certificate</p>	<p>7.BI Taytay Field Office</p>



CHECKLIST OF REQUIREMENTS PETITIONER - COMPANY	WHERE TO SECURE
<p>1. Submit the following:</p> <p>a. For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and, • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and, • Articles of Partnership (AOP). <p>c. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	<p>1. Petitioning company</p>
<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;</p>	<p>2. Petitioning company</p>
<p>3. Photocopy of Petitioner's Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>3. Petitioning company</p>



<p>4. Submit the following for the particular positions (if applicable):</p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities:</p> <p>b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or, b.5.) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:</p> <p>c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>4. Petitioning company</p>
<p>5. Mayor's Permit;</p>	<p>5. Petitioning company</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and,</p>	<p>6. Petitioning company</p>
<p>7. A sworn declaration of the petitioning company operating in the Philippines:</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal</p>	<p>7. Petitioning company</p>



Revenue (BIR) the taxes due on all income of the applicant; and, b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and necessary attachments.	1.1 Receive and review the application form for completeness and correct attachments.	None	10 minutes	Evaluator
	1.2 Check the derogatory records using the VIMS database of Hold Departure, Blacklist, Watchlist and Alert List.	None	5 minutes	Assessor
	1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay.	None	5 minutes	Assessor
2. Secure the Order of Payment Slip (OPS).	2.1 Assessment of applicable fees.	None	5 minutes	Assessor
	2.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	2 minutes	Assessor
		Php 6,440		



3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	plus US\$50 for ACR I-Card if applicable	2 minutes	Cashier
4. Submit the Official Receipt (OR).	4.1 BI Taytay staff receives the OR and issues claim stub.	None	3 minutes	Releasing staff
	4.2 Encoding of subject's details in Visa Application Information System (VAIS).	None	5 minutes	Assessor
	4.3 Preparation of PWP order for approval/disapproval.	None	15 minutes	Assessor
	4.4. Review and recommend approval.	None	10 minutes	Recommending Approval
	4.5 Final review and approval of ACO.	None	1-3 working days	BI Taytay Field Office ACO
5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	Releasing staff
	TOTAL:	Php 6,440 plus US\$50 for ACR I-Card if applicable	1-3 working days and 67 minutes	



VIGAN FIELD OFFICE

EXTERNAL SERVICES



1.ACR I-CARD Issuance, Reissuance and Renewal Issuance of ACR I-Card (New)

Office or Division:	Vigan Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 13A Probationary; (3) 13A- Amendment to Permanent;(4) 13G; (5) 13C; (6) MCL-07-021 Probationary; (7) MCL-07-021 Permanent; (8) Sec13-Quota; and (9)13E			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1.Information Desk / www.immigration.gov.ph		
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		2.Applicant		
3. Official receipt of payment for the applicable fees (1 photocopy)		3.Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to the assessor.	1.1 Review, verify and evaluate the documents. Proceed to Payment of fees.	\$50	2 minutes per application	<i>Assessor and Evaluator</i>
	1.2 Encode and prepare transmittal of reviewed CGAF to the Main Office (submitted to Alien Registration Division)		1 minute per Application	<i>Staff/Job Order</i>

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	1.3 Documents to be shipped at Main Office (Ground Floor Alien Registration Division)		2 days	Staff
	1.4 Review and Evaluate the documents received.			Staff Alien Registration Division
	1.5 Printing and Releasing of the ACR I-Card. To be shipped at Vigan Field Office			Staff Data Trail Corp.
	1.6 Receiving and Releasing of ACR I-Card			Staff (Field Office)
	TOTAL	\$50.00	2 days and 3 minutes	



2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Vigan Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 13A Probationary; (3) 13A-Amendment to Permanent;(4) 13G; (5) 13C; (6) MCL-07-021 Probationary; (7) MCL-07-021 Permanent; (8) Sec13-Quota; and (9)13E

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	1. Information Desk / www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP

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For Amendment of the following:	
A. Name -Court Order (if applicable) (1 Copy)	A. Court
B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)	B. Court
C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)	C. Report of marriage where the marriage took place
D. Address -Certificate of Residence from the Barangay Captain (1 Copy)	D. Office of the Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to the assessor.	1. Review, verify and evaluate the documents. Proceed to Payment of fees.	\$50	2 minutes per application	<i>Assessor and Evaluator</i>

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	1.2 Encode and prepare transmittal of reviewed CGAF to the Main Office (submitted to Alien Registration Division)	None	1 minute per Application	Staff/Job Order
	1.3 Documents to be shipped at Main Office (<i>Ground Floor Alien Registration Division</i>)	None	2 days	Staff
	1.4 Review and Evaluate the documents received.	None		Staff Alien Registration Division
	1.5 Printing and Releasing of the ACR I-Card. To be shipped at Vigan Field Office			Staff Data Trail Corp.
	1.6 Receiving and Releasing of ACR I-Card		2 minutes	Staff (<i>Field Office</i>)
	TOTAL	\$50	2 days and 5 minutes	



3. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) permanent resident visa (except native-born visa),
- (ii) temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Vigan Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out BI FORM 2015-08-002 Rev 0		Information Desk / www.immigration.gov.ph
2. Original ACR I-Card		From applicant
3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay.		From applicant
(i) Additional Requirements: <ul style="list-style-type: none"> ▪ Letter request for early renewal or explanation for late renewal ▪ For a Lost ACR I-Card: <ul style="list-style-type: none"> (i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application 		(A) From applicant (B) Lost ACR I-Card (i) Applicant (ii) Applicant, notary service available outside of Bureau (iii) nearest Police Station where lost occurred.



<p>C. For Amendment/s:</p> <ul style="list-style-type: none"> (ii) Name/DOB: (iii) Court Order (if applicable) (iv) Amended/Corrected PSA Birth Certificate (v) Affidavit of Amendment of DOB/Name/Inclusion of Name with explanation of the discrepancies (vi) Biometric (fingerprinting) capturing after filing of application <p>▪Citizenship/Nationality:</p> <ul style="list-style-type: none"> (vii) Official document proving change of citizenship/nationality (e.g.passport, travel document) (viii) Affidavit of Change of Citizenship/Nationality <p>▪Civil Status:</p> <ul style="list-style-type: none"> (ix) 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) (x) Affidavit of Change of Civil Status <p>▪Address:</p> <ul style="list-style-type: none"> (xi) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (xii) Affidavit of Change of Address <p>D. For a Damaged ACR I-Card:</p> <ul style="list-style-type: none"> (i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees (iii)Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist) 	<p>(iv)ARD Fingerprint Section (ARD-FS)</p> <p>C. Amendment/s</p> <p>▪Name/DOB:</p> <ul style="list-style-type: none"> (i)Issuing Court (ii)PSA (iii)from applicant, notary service available outside of Bureau (iv)ARD Fingerprint Section <p>▪Citizenship/Nationality:</p> <ul style="list-style-type: none"> (i)from applicant (ii)from applicant, notary service available outside of Bureau <p>▪Civil Status:</p> <ul style="list-style-type: none"> (i)PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii)from applicant, notary service available outside of Bureau <p>▪Address:</p> <ul style="list-style-type: none"> (i)LGU of applicant's place of residence (ii)from applicant, notary service available outside of Bureau <p>D. Damaged ACR I-Card:</p> <ul style="list-style-type: none"> (i)from applicant (ii)Cashier window (iii) From applicant, Photocopy of documents
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with the checklist of requirements, application form and general registration information.	None	5 minutes	<i>Staff</i>
2. Submit the filled-out application form and documentary requirements.	2. Evaluate the application for completeness and discrepancies, check for any derogatory record, assess fees and issue Order of Payment Slip (OPS)	None	15 minutes	<i>Staff</i>
3. Proceed to Cashier for payment	3. Issue the Official Receipt (OR).	See table below	10 minutes	<i>Cashier</i>
4. Proceed to for Fingerprint for capturing of biometric information.	4. Process the capturing of applicant's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.	None	5 minutes	<i>Staff</i>
5. Blocking of ACR I-Card	5.1 Implement the amendment/s, block the existing ACR I-Card in the system, Provide annotation on the application, as deemed necessary and issue claim stub.	None	10 minutes	<i>Staff</i>
	5.2 Review the application.	None	15 minutes	<i>Staff</i>
	5.3 Endorsement of documents to be submitted to ARD	None	5 minutes	<i>Staff</i>

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	5.4 Print and release the ACR I-cards. Shipped to Field Office.	None		<i>Staff</i> Data Trail Inc.
6. To present claim stub to claim ACR I-Card	6. Received and Release of ACR I-Card	None	5 minutes	<i>Staff</i> Field Office
	TOTAL		1 hour and 10 minutes	

A	For Lost ACR I-Card: <ul style="list-style-type: none"> •ACR I-Card fee •Express Lane fee •D.O. CRTV/CRTS/CRTT/CRPE-(Adult) •ACR Fee(Adult) 	US \$20.00 (BSP Forex Rate) <u>P1,000.00</u> P1,000.00 P1,000.00
	<ul style="list-style-type: none"> ▪ Legal Research fee ▪ Express Lane fee 	P 20.00 P1,000.00
B	with Amendment/s: <ul style="list-style-type: none"> •Amendment fee/item •Admin.Fine/month if applicable •Admin.Fine/year if applicable 	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: <ul style="list-style-type: none"> ▪ ACR I-Card fee ▪ Express Lane fee 	US \$20.00 (BSP Forex Rate) P 500.00
D	For Renewal of ACR I-Card: <ul style="list-style-type: none"> ▪ ACR I-Card fee ▪ Express Lane fee 	US \$50.00 (BSP Forex Rate) P 500.00

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E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.00 P 200.00 P2,400.00
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Vigan Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the checklist of requirements to Assessor	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	<i>Assessor</i>
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	10 minutes per applicant	<i>Cashier</i>
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



5. Extension of Authorized Stay of Temporary Visa

Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Vigan Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/ Vigan Field Office
	2. Notarized letter of explanation for overstaying	2. Applicant
	3. Passport of the applicant (original)	3. Applicant
	4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4. Applicant
	5. Birth Certificate if applicant is a child	5. Applicant
	<i>Additional requirements per visa category:</i> Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or BI Accreditation ID of the Travel Agent (1 photocopy)	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments.	None	5 Minutes	Staff-in-charge
2. Review and Evaluate the documents	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 minutes	Staff-in-charge
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors
	2.3 Draft the Order. Review and sign by the ACO. To be submitted at TVS	None		ACO
	2.4 Review and sign Order for endorsement to the C, IRD	None		Chief TVS
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		Staff-in-charge TVS

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	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> <i>IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge</i> <i>IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS and to forward at Field Office for implementation	None	5 minutes	<i>Staff-in-charge</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
	3. Assess the fees.	None	10 minutes	<i>Assessor</i>
3. Subject to proceed at the Field Office	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
5. Release the Passport	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Staff-in-charge</i>



	TOTAL:	<i>Total fees depends on number of months overstayed</i>	2 working days and 1 hour
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Schedule of Fees: REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i.Minor	2,650.00
i.14-15 years of age	3,650.00

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i.16 years above	3,900.00
b. Visa Required:	
i.Minor	2,950.00
i.14-15 years of age	3,950.00
i.16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

Schedule of Fees: EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	3,150.00

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b.	14-15 years of age	4,150.00
c.	16 years above	4,400.00
9)	Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a.	Non-Visa Required Nationals:	
i.	Minor	3,650.00
i.	14-15 years of age	4,650.00
i.	16 years above	4,900.00
b.	Visa Required:	
i.	Minor	4,450.00
i.	14-15 years of age	5,450.00
i.	16 years above	5,700.00
10)	Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a.	Minor	2,140.00
b.	14-15 years of age	3,140.00
c.	16 years above	3,390.00



6. Emigration Clearance Certificate (ECC)

Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Vigan Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1. Information Desk / www.immigration.gov.ph
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2. Information Desk / www.immigration.gov.ph
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		3. Applicant
4. Passport Bio-page, Latest arrival stamp (1 photocopy each)		4. Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		5. Applicant

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6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	6.Applicant
7. NBI Clearance Note: Applicable to Applicants with Order to Leave	7.National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Assessor
2. Secure the Order of Payment Slip (OPS).	2. Assessor transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	5 minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	5 minutes	Cashier
4. Submit the Official Receipt (OR)	4.1 Staff receives the OR and encodes and prints the ECC/CE for review of the ACO	None	10 minutes	Assessor
	4.2 Final review and approval	None	10 minutes	ACO
5. Releasing	5. Releases the approved ECC/CE	None	3 minutes	Releasing Staff
	TOTAL:		43 minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



7. 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:	Vigan Field Office	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
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 ESDA 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		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;		1. Applicant/client & petitioning school
2. Duly 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;		2. BI website or Information Counter
3. Photocopy of passport bio-page and latest admission with valid authorized stay;		3. Applicant

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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 applicants below 18 years of age;	4. Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation
7. BI Clearance Certificate.	7. Student Visa Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	Staff
2. Submit the duly accomplished application form and supporting documents	2.1. Review the completeness of application details and enter applicant's details in the system.	None	5 minutes	Staff

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	2.2 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Staff</i>
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	REGULAR: Php 3,740.00 EXPRESS Php 1,000.00	10 minutes	Cashier
4. Submit the claim stub	3. Release of passport, and copy of permit to applicant.		5 minutes	Staff
TOTAL	Regular	Php 3,740.00	35 minutes	
	EXPRESS	Php 1,000.00		



8. Application for Re-entry Permit

Office or Division:	Vigan Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Passport		1. Applicant	
2. ACR I-Card		2. Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ACR I-Card and Passport.	1. Issue OPS	Regular: Php 2,380 Express: Php 500	5 minutes	Assessor
2. Proceed for payment	2. Issue OR	Regular: Php 2,380 Express: Php 500	2 minutes	Cashier
TOTAL:		Php 2,380 (regular) Php 500 (express)	7 minutes	



9. Conversion to Pre-Arranged Employee Visa- Commercial
Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Vigan Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder a. PRINCIPAL Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)	Information Desk / www.immigration.gov.ph

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<p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> ▪ The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ▪ Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) ▪ Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p> <p>1. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	
<p>2. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or</p>	

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<p>equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>3. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p> <p>4. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p> <p>5. If petitioner is a:</p> <p>i. Corporation/Partnership</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) <p>Mayor's Permit for the current year</p>	<p>Applicant</p> <p>Petitioner</p> <p>Department of Labor and Employment (DOLE)</p>
<p>i. Sole Proprietorship -</p> <ul style="list-style-type: none"> a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and, b. Mayor's Permit for the current year (1 photocopy each) <p>112169768. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment</p>	<p>Professional Regulation Commission (PRC)</p> <p>Department of Justice (DOJ)</p>

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<p>details' print-out or other similar evidence) (1 photocopy)</p> <p>112169808. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>112169896. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>112169984. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI) City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p>
<p>b . DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>112170024. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p> <p>Applicant and/or Petitioner</p> <p>(1) Staff</p>



<p>112170152. Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>.If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>112170624. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Staff</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Assessor</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Staff</i>

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor</i></p>
<p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>				
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt 4.4. Raffles the application to Hearing Officer (HO) 4.5. Encodes application details with assigned HO in Visa Task Force (VTF) records</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Assessor</i> <i>ACO (Hearing Officer)</i></p>

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<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card.</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card. To be submitted at Main Office – Legal Division</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Staff</i></p>
<p>6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>6.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 6.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
<p>None</p>	<p>7.1. Receives the visa applications from CRU</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>

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None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<p><i>Chief</i> Legal Division (LD)</p> <p><i>Acting Chief</i> Visa Task Force (VTF), LD</p> <p><i>Hearing Officer</i> VTF, LD</p> <p>Fourth Floor, BI Main Office Building</p>
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<p><i>The Board of Commissioners (BOC)</i></p> <p><i>The Commissioner and the two (2) Deputy Commissioners</i></p> <p>Second Floor, BI Main Office Building</p>
None	<p>10.1. Publication of approved/denied visa application</p> <p>10.2. Implementation of Order to be shipped at Field Office and to contact the subject.</p>	None	2 hours per BOC Agenda	<p><i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</p>
<p>11.1. Submits the original passport</p> <p>11.2. Secures the passport and check the implemented visa if application is approved</p>	<p>11.1. Receives the original passport</p> <p>11.2. Accept passport and implement the approved visa if application is approved.</p> <p>11.3. Releases the passport and certified true copy of Order</p>	None	2 days per application	<p><i>Staff</i></p> <p>ACO (Signing Officer of the visa)</p>

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11.3. Secures a certified true copy of Order				
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	Staff
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

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(OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



10. Extension of Pre-Arrange Employee Visa-Commercial

Office or Division:	Vigan Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who seeks employment in commercial (Extension) trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>6. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p>	<p>Information Desk / www.immigration.gov.ph</p>



.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

.Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

.Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

1. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)

7. Duly acknowledged Employment Contract, Secretary's Certificate of Election,

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<p>Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>Applicant</p>
<p>8. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p>	<p>Petitioner</p>
<p>9. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<p>Department of Labor and Employment (DOLE)</p>
<p>10. If petitioner is a: i. Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) d. Mayor's Permit for the current year i. Sole Proprietorship - a. Certificate of Business Name Registration issued by the Department of Trade</p>	<p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p>

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<p>and Industry (DTI), and, Mayor's Permit for the current year (1 photocopy each)</p> <p>112169769. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)</p> <p>112169809. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>112169897. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>112169985. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p> <p>Department of Trade and Industry (DTI) City/municipality where the petitioner operates</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Petitioner (preferred format is downloadable from www.immigration.gov.ph)</p>
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<p>b . DEPENDENT/S</p> <p>Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>112170025. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>112170153. Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>.If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of</p>	<p>Applicant and/or Petitioner</p> <p>(1) Staff</p> <p>Staff</p> <p>Dependent</p>
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<p>issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>112170625. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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1.1. Presents the original passport and other required documents for the visa application	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Assessor
2.1. Presents the original passport and other required documents for the ACR I-Card application	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	Staff
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa	None	5 minutes per application	Assessor

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assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt 4.4. Raffles the application to Hearing Officer (HO) 4.5. Encodes application details with assigned HO in Visa Task Force (VTF) records	Refer to table below	10 minutes per application	<i>Assessor</i> <i>ACO (Hearing Officer)</i>
5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card.	5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card. To be submitted at Main Office – Legal Division	None	5 minutes per application	<i>Staff</i>
6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	6.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 6.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force	None	2 hours per batch	<i>Acting Chief</i> <i>Central Receiving Unit (CRU)</i> <i>Window 20, Ground Floor,</i> <i>BI Main Office Building</i>

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	(VTF), Legal Division			
None	7.1. Receives the visa applications from CRU	None	5 minutes per application	<i>Acting Chief Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</i>
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD Hearing Officer VTF, LD Fourth Floor, BI Main Office Building</i>
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</i>
None	10.1. Publication of approved/denied visa application 10.2. Implementation of Order to be shipped	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main</i>

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	at Field Office and to contact the subject.			<i>Office Building</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Staff</i> <i>ACO (Signing Officer of the visa)</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Staff</i>
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	



11. Conversion to Pre-Arrange Employee Visa-Missionary

Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940 , this is a non- immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Vigan Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p>	



1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)

IMPORTANT NOTE 1: Authorized representatives are:
.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
.Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
.Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

Information Desk or downloadable from
www.immigration.gov.ph



<p>112170920. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p> <p>112171088. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p> <p>112171216. If petitioner is a:</p> <p style="padding-left: 40px;">i. Corporation/Partnership</p> <p style="padding-left: 80px;">a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p style="padding-left: 80px;">b. Articles of Incorporation; and,</p> <p style="padding-left: 80px;">c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>i. Sole Corporation -</p> <p style="padding-left: 40px;">a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and</p> <p style="padding-left: 40px;">b. Articles of Incorporation (1 photocopy each)</p> <p>112171904. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government</p>	<p>Applicant</p> <p>Petitioner</p> <p>Securities and Exchange Commission (SEC)</p>
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<p>(1 original)</p> <p>112171944. Bureau of Immigration Clearance Certificate (1 original)</p> <p>Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>112172288. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Applicant and/or Petitioner</p> <p>Staff</p>
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<p>112172416. Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent) .If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p> <p>112728192. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p> <p>Information Desk or downloadable from www.immigration.gov.ph</p> <p>Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
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II. ACR I-CARD APPLICATION (DOCUMENTARY)
(refer to Alien Registration Division's Transactions)

(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Window 44, Ground Floor, BI Main Office Building

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	<i>Assessor</i>
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	<i>Staff</i>
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees	None	5 minutes per application	<i>Assessor</i>

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<p>(20) days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issues the Order of Payment Slip (OPS)</p>			
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>10 minutes per application</p>	<p><i>Cashier</i></p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card 5.2. Raffles the application to Hearing Officer (HO) 5.3. Encodes application details with assigned HO in Visa Task Force (VTF) records. To be submitted at Legal Division</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Staff</i> <i>ACO (Hearing Officer and Signatory)</i></p>
<p>6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>6.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 6.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>	<p>2 hours per batch</p>	<p><i>Acting Chief</i> <i>Central Receiving Unit (CRU)</i> <i>Window 20, Ground Floor, BI Main Office Building</i></p>

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None	7.1. Receives the visa applications from CRU	None	5 minutes per application	<i>Acting Chief Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</i>
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief Legal Division (LD) Acting Chief Visa Task Force (VTF), LD</i>
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</i>
None	10.1. Publication of approved/denied visa application 10.2 Copy of Order for Implementation to be shipped at Field Office 10.3 To contact the subject for visa implementation	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building Staff</i>

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11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Staff</i> <i>ACO (Signatory for Visa Implementation)</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	<i>Staff (Data Trail)</i> <i>Staff (Field Office)</i>
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

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FEEES TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees 2. ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00
B. 2 YEARS	PHP 12,860.00	PHP 10,650.00	PHP 10,400.00	PHP 9,900.00
1. Visa Fees 2. ACR I-Card	USD 100.00	USD 100.00	USD 100.00	USD 100.00
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees 2. ACR I-Card	USD 150.00	USD 150.00	USD 150.00	USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees 2. ACR I-Card	USD 50.00	USD 50.00	USD 50.00	USD 50.00



12. Extension of Pre-Arranged Employee Visa-Missionary

Office or Division:	Vigan Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>a. PRINCIPAL</p> <p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p>	<p>Information Desk or downloadable from www.immigration.gov.ph</p>

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.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
.Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
.Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.

IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)

112170921.Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)



<p>112171089. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	
<p>112171217. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p> <p>ii. Sole Corporation -</p> <ul style="list-style-type: none"> a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and b. Articles of Incorporation (1 photocopy each) 	<p>Applicant</p> <p>Petitioner</p>



<p>112171905. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p> <p>112171945. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>b. DEPENDENT/S</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p>
<p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p> <p>112172289. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Applicant and/or Petitioner</p> <p>Staff</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>



<p>112172417.Proof of filiation with the principal:</p> <p>.If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p> <p>.If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Information Desk or downloadable from www.immigration.gov.ph</p> <p>Dependent</p>
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<p>112728193. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Window 44, Ground Floor, BI Main Office Building</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the visa application	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 minutes per application	Assessor
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 minutes per application	Staff
3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees	3.1. Receives the passport and duly evaluated visa application 3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record	None	5 minutes per application	Assessor

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3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secures Order of Payment Slip (OPS)	3.4. Issues the Order of Payment Slip (OPS)			
4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	10 minutes per application	<i>Cashier</i>
5.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 5.2. Secures the claim stub for ACR I-Card	5.1. Captures the applicant's biometric information (photograph and fingerprint) 5.2. Issues the claim stub for ACR I-Card 5.2. Raffles the application to Hearing Officer (HO) 5.3. Encodes application details with assigned HO in Visa Task Force (VTF) records. To be submitted at Legal Division	None	5 minutes per application	<i>Staff</i> ACO (Hearing Officer and Signatory)
6.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	6.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 6.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building

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None	7.1. Receives the visa applications from CRU	None	5 minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building

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None	10.1. Publication of approved/denied visa application 10.2 Copy of Order for Implementation to be shipped at Field Office 10.3 To contact the subject for visa implementation	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building <i>Staff</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	2 days per application	<i>Staff</i> <i>ACO (Signatory for Visa Implementation)</i>
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	5 days per application	Staff (Data Trail) Staff (Field Office)
TOTAL		Refer to table below	39 days, 4 hours and 42 minutes	



13. Conversion to Non-Quota Immigrant by Marriage

Office or Division:	Vigan Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>Foreign national and Filipino spouse with approved Probationary immigrant visa under Sec. 13a</p> <p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
VISA APPLICATION APPLICANT Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder 1. Joint Letter Request	1. Applicant

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<p>2. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p> <p>3. Petitioner's birth certificate with valid identification (ID) card</p> <p>4. Marriage Certificate or Marriage Contract:</p>	<p>2. Public Information Desk or downloadable from www.immigration.gov.ph</p> <p>3. Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>4. Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p><i>If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</i></p> <p><i>If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</i></p> <p>5. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and</p>	<p>Applicant</p> <p>Assessor</p> <p>National Bureau of Investigation (NBI)</p> <p>Accredited Travel Agency/Law Firm</p> <p>5. Petitioner/Applicant/Dependent</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of</p>

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<p>(1) photocopy each for submission or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>8. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact</p>	<p>6. Assessor</p> <p>7. National Bureau of Investigation</p> <p>8. Petitioner/Applicant/Dependent</p>
<p>B. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal: •If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry</p>	

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(1 original or 1 certified true copy with OR)

- If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)

5. Bureau of Immigration Clearance Certificate (1 original for each dependent)

B. PROCEDURAL

- Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)
- ACR I-Card Application (documentary)

(refer to Alien Registration Division's Transactions)

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1. Receive the visa application and original passport 1.1 Submit the Application Folder to the Officer in-charge	None	20 minutes per application	<i>Public Information Desk</i>
None	2.1 Review the completeness of documentary requirements 2.2. Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule		5 mins per application	<i>Conversion Application Officer In-charge</i>

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<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>7 minutes per application</p>	<p><i>Assessor</i></p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>		<p>2 minutes per application</p>	<p><i>Cashier</i></p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>2 minutes per application</p>	<p><i>Staff</i></p>

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<p>7.1. Attend the hearing, photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p> <p>7.2. Secure the claim stub for ACR I- Card</p>	<p>7.1. Conduct Hearing</p> <p>7.2 Capture the applicant's biometric information (photograph and fingerprint)</p> <p>7.3. Issue the claim stub for ACR I-Card</p>	<p>None</p>	<p>15-20 minutes per application</p>	<p>ACO</p>
<p>None</p>	<p>8.1 Officer in-charge primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.</p> <p>8.2 To submit at Legal Division</p>	<p>None</p>	<p>within 15 days after hearing</p>	<p><i>Acting Chief</i></p> <p><i>Staff</i></p>
<p>None</p>	<p>9. Deliberation (approval or denial) of the visa application (BOC Agenda)</p>	<p>None</p>	<p>15 days</p>	<p><i>The Board of Commissioners (BOC)</i></p> <p><i>The Commissioner and the two (2) Deputy Commissioners</i> <i>Second Floor, BI Main Office Building</i></p>
<p>None</p>	<p>10.1 Publication of approved/denied visa application</p> <p>10.2 Send copy of BOC order of approval to Records Section</p>	<p>None</p>	<p>2 hours per BOC Agenda</p>	<p><i>Acting Chief</i></p> <p><i>Management and Information Systems Division (MISD)</i></p>

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				<i>Fourth Floor, BI Main Office Building</i>
None	11.1 Order of Approval transmitted back to Field Office via courier	None	7 working days	<i>Board Sec and Records Section</i>
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Staff</i>
None	13. Sign the visa implementation page	None	3 mins per application	<i>Alien Control Officer</i>
14.1 Present claim stub 14.2 Secure the passport and check the implemented visa if application is approved 14.3 Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2 Remind applicant and petitioner of annual reporting every 1st 60 days of the year	None	3 mins per application	<i>Staff</i>
TOTAL		Refer to table below	45 working days	



CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	DEP-SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



14. Amendment from Probationary to Permanent Visa Application under Sec. 13a, 13g and MCL 07-021

Office or Division:	Vigan Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>Foreign national and Filipino spouse with approved Probationary immigrant visa under Sec. 13a</p> <p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. VISA APPLICATION</p> <p>A. DOCUMENTARY</p> <p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p> <p>1. Joint Letter Request</p> <p>2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>3. Joint Affidavit of Continuous Cohabitation</p> <p>4. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and visa implementation page (1 original passport for presentation and 2 sets of photocopies for Visa and ACR I-Card application)</p> <p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p> <p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>7. (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p> <p>B. DEPENDENT/S</p>	<p>Public Information Desk or downloadable from www.immigration.gov.ph</p> <p>1. Applicant and petitioner</p> <p>2. Applicant and petitioner</p> <p>3. Applicant and petitioner</p> <p>4. Applicant</p> <p>5. National Bureau of Investigation</p> <p>6. Assessor</p> <p>7. Accredited Liaison Officer</p>



<p>1. Duly accomplished Consolidated General Application Form(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p> <p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p> <p>3. Proof of filiation with the principal:</p> <ul style="list-style-type: none"> • If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) • If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) <p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines(1 original for each dependent aged 15 years old and above)</p> <p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p> <p>PROCEDURAL</p> <ul style="list-style-type: none"> • Photo and biometric capturing (only for applicant/s who is/are four [4] years 	<p>1. Applicant</p> <p>2. Applicant</p> <p>3. Philippine Statistics Authority</p> <p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>4. National Bureau of Investigation</p> <p>5. Assessor</p>
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<p>old and above)</p> <ul style="list-style-type: none"> • ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions) 	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the original passport and other documentary requirements for the visa application, securely fastened in a legal size (8½x 14 in.) folder at the Public Information Desk for pre-evaluation	1.1 Receive the visa application and original passport Submit the Application Folder to the Officer in-charge	None	20 minutes	<i>Staff</i>

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None	<p>2.1 Review the completeness of documentary requirements</p> <p>2.2 Endorse folder to the assessor for issuance of Order of Payment Slip (OPS) if application folder satisfactorily passed completeness and correctness rule</p>		5 minutes	Assessor
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Present latest TVE receipt to sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport to passport reader to generate the applicant's details, and verify whether valid authorized stay is at least twenty (20) days at the time of assessment of fees and check if applicant has no derogatory record</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	7 minutes per application	Assessor
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	None	2 minutes per application	Cashier

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5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Public Info Desk	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	2 minutes per application	<i>Staff</i>
None	6.1. Receive the visa application from the PIO and issue a claim stub and OR copy for the applicant 6.2. Discuss to applicant and petitioner the schedule of hearing as generated by the system	None	4 minutes per application	<i>Staff</i>
7.1. Attend the hearing, 7.2. Secure the claim stub for ACR I-Card	7.1. Conduct Hearing 7.2 Issue the claim stub for ACR I-Card	None	20 minutes per application	<i>Acting Chief Staff</i>
None	8.1 Officer-in-charge evaluate full compliance of documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application. 8.2 To submit documents at Legal Division	None	within 15 days after hearing	<i>Acting Chief</i> <i>Staff</i>
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	15 days	<i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building

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None	10.1 Publication of approved/denied visa application 10.2 Send copy of BOC order of approval to Records Section	None	2 hours per BOC Agenda	<i>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</i>
None	11.1 Order of Approval transmitted back to BI-AFO via courier	None	7 working days	<i>Board Sec and Records Section</i>
12. Submit the original passport Order	12.1. Receive the original passport 12.2. Accept passport and implement the approved visa if application is approved.	None	4 mins	<i>Staff</i>
None	13. Sign the visa implementation page	None	3 mins per application	<i>Alien Control Officer</i>
14.1. Present claim stub 14.2. Secure the passport and check the implemented visa if application is approved 14.3. Secure a certified true copy of Order	14.1 Release the passport and certified true copy of order 14.2. Remind applicant and petitioner of annual reporting every 1st 60 days of the year	None	3 mins per application	<i>Staff</i>
TOTAL:		Refer to the table below	40-45 working days	



15. Conversion to Student Visa

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 and Medicine program at a duly accredited learning institution.

** 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:	Vigan Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	1.Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2.BI website or Information Counter
3. Photocopy of passport bio- page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	3.Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	4.Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	5.Petitioning school
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	6.Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	7.Commission on Higher Education
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);	8.National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	9.Applicant
10. BI Clearance Certificate; and	10.Field Office
11. Valid Passport	11.Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	<i>Staff</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	3 days (Express) 3-7 days (Regular)	<i>Assessors</i>
	2.1 Issue the Order of Payment Slip (OPS).	None	10 minutes	<i>Assessors</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,720.00 plus ACR I- Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment) REGULAR: Php 8,220.00 plus ACR I- Card Fee of U.S. \$50.00 (calculated	10 minutes	<i>Cashier</i>

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		accdg. To BSP Forex Rate on date of payment)		
4. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.	4.1. Process the capturing of subject's biometric information (photograph and fingerprint). 4.2. Documents to be submitted at Student Visa Section for approval.	None	10 minutes	<i>Staff</i> Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex
5. Submit the claim stub.	5. Implement the duly approved visa on subject's passport and release the passport with implemented visa and ACR I- Card.	None	15 minutes	<i>Staff</i>
	TOTAL: Express	Php 9,720.00 plus ACR I- Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	3 days	
	Regular	Php 8,220.00 plus ACR I- Card Fee of U.S. \$50.00 (calculated accdg. To BSP Forex Rate on date of payment)	7 days	



16. Extension to Student Visa

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:	Vigan Field Office
Classification:	Government to Citizen (G2C)
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	1. Applicant/client & petitioning school

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2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Information Counter
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	3. Applicant
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	4. Petitioning school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	5. Previous school
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;	6. Commission on Higher Education
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	7. Petitioning school
8. BI Clearance Certificate;	8. Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex
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	9. Bureau of Quarantine
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).	10. National Bureau of Investigation

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	10 minutes	Staff
112813392. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1-3 days (Express) 7 days (Regular)	Assessor
	2.1 Issue the Order of Payment Slip (OPS).	None	5 to 10 minutes	Assessors
112813440. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p> <p>REGULAR: Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i></p>	10 minutes	Cashier

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112813480. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt	4. Process the capturing of subject's biometric information (photograph and fingerprint). 4.2. Documents to be submitted at Student Visa Section for approval.	None	10 minutes	<i>Staff</i> Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex
112813520. Submit the claim stub	5. Implement duly approved visa on subject's passport and release passport with implemented visa and ACR I-Card.	None	15 minutes	<i>Staff</i>
	TOTAL Express	Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	3 days	
	Regular	Php 5,530.00 plus ACR I-Card Fee U.S. \$100.00 (calculated accdg. to BSP Forex Rate on date of payment)	7 days	



17. Boarding Formalities

Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Vigan Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving foreign nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	1. Concerned issuing authority
2. Completely filled out e-travel pass	2. https://etravel.gov.ph
Additional Requirements (If applicable)	1. Philippine Foreign Service Post, BI
1. Valid visa (Tourist Entry Visa/Immigrants/Non-Immigrant/Special Non-Immigrant Visa)	
2. Return/ Onward ticket (Tourist)	2. Airline/Shipping line
3. Valid ACR I-Card (Non-immigrants/ Immigrants/Special visa holders)	3. Alien Registration Division (ARD)-BI
4. Re-entry Permit (RP) for immigrants and valid Special Return Certificate (SRC) for non-immigrants	4. ARD, Designated Cashiers- BI Main Office, Support Offices, or International Ports of Entry and Exit
5. Special Retirees Resident Visa (SRRV) Identification Card (ID)	5. Philippine Retirement Authority (PRA)

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6. Special Investor's Resident Visa (SIRV) ID	6. Board of Investment (BOI)
7. Travel Authority/ Mission Order and Identification Card of Military Personnel under PH-US Balikatan	7. United States of America (USA) Government
8. Proof of accommodation/hotel booking	8. Hotel/Accommodation Facility
9. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with parents)	9. BI-International Ports of Entry
10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	10. BI- Main Office, Certification and Clearance Section(CCS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year) Php 2,170 (6 months) Php 1920 (Student) Php 3120 (WEG)	15 seconds	<i>Immigration Officer</i>

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2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts 2.1 Ask questions for evaluation purposes	None	10 seconds 10 seconds	<i>Immigration Officer</i>
3. Await the release of passport/ travel document	3. Allow entry of foreign national, affixes the arrival stamp, flight number, admission status and validity of stay. <i>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i>	None	30 seconds	Immigration Officer
	TOTAL	None	90 seconds	



BISLIG IMMIGRATION FIELD OFFICE EXTERNAL SERVICES

1. Extension of Authorized Stay of Temporary Visitors

Extension of Authorized Stay of Temporary Visitors

Office or Division:	Bislig Immigration Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All qualified foreign nationals on temporary visitors' visa who need to extend their stay with two months maximum extension only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements:			
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit /BI Website www.immigration.gov.ph/	
2. Passport of the applicant (original)		Applicant	
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Immigration Officer</i>

2. Receive the claim stub	2. Issue the claim stub to the applicant indicating the date of release.	None	2 Minutes	<i>Immigration Officer</i>
	2.1 Check the derogatory records. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	1 Day	<i>Immigration Officer</i>
3. Present the claim stub	3. Assess the fees.	None	10 Minutes	<i>Immigration Officer</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 Minutes	<i>Immigration Officer</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	See schedule of Fees	10 Minutes	<i>Collecting Officer</i>



5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	<i>Immigration Officer</i>
TOTAL:		<i>Total fees depends on number of months overstayed</i>	2 Hours	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees: REGULAR LANE

APPLICATION TYPE	FEES (in PHP)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	PHP 1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	PHP 2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	

APPLICATION TYPE	FEES (in PHP)
a. Minor	PHP 2,150.00
b. 14-15 years of age	PHP 3,150.00
c. 16 years above	PHP 3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	PHP 2,650.00
ii. 14-15 years of age	PHP 3,650.00
iii. 16 years above	PHP 3,900.00
b. Visa Required:	
i. Minor	PHP 2,950.00
ii. 14-15 years of age	PHP 3,950.00
iii. 16 years above	PHP 4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	PHP 1,640.00

APPLICATION TYPE	FEES (in PHP)
b. 14-15 years of age	PHP 2,640.00
c. 16 years above	PHP 2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in PHP)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	PHP 2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	PHP 3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	PHP 3,150.00
b. 14-15 years of age	PHP 4,150.00
c. 16 years above	PHP 4,400.00
9) Two (2) Months Extension after 59 days of Stay	

APPLICATION TYPE	FEES (in PHP)
<i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	PHP 3,650.00
ii. 14-15 years of age	PHP 4,650.00
iii. 16 years above	PHP 4,900.00
b. Visa Required:	
i. Minor	PHP 4,450.00
ii. 14-15 years of age	PHP 5,450.00
iii. 16 years above	PHP 5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	PHP 2,140.00
b. 14-15 years of age	PHP 3,140.00
c. 16 years above	PHP 3,390.00

2. Vessels Boarding Formalities and Inspection

Office or Division:	Bislig Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	1.) All shipping agencies engaged in facilitating mercantile traffic crossing borders. 2.) Captains/skippers of vessels crossing the Philippine territory.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Crew list, Notice of Arrival	Captain/skipper of arriving vessel	
2. Paid Visa Crew list or 9c visa	BI Bislig Field Office. Vessel may also secure 9c visa from nearest Diplomatic Post outside of the country.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required advance notices and documents	Receive and review documents from shipping agencies or skippers	None	1 Hour	<i>Boarding Officer on site</i>
2. Pay appropriate visa crew list	Issue Official Receipts of payment	Visa - PHP 100.00 LRF per crew - PHP10.00	1 Hour	<i>Boarding Officer on site</i>

3. Conduct of vessel inspection.	Inspect and review travel documents of crew aboard vessel Issue ORs if any.	Imposed penalties, if any	3 Hours	<i>Boarding Officer on site</i>
4. Request for shore pass.	Review temporary admissibility of crew.	None	2 Hours	<i>Boarding Officer on site</i>

3. Issuance of Port Clearance

Office or Division:	Bislig Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	1. All shipping agencies engaged in facilitating mercantile traffic crossing borders. 2.) Captains/skippers of vessels crossing the Philippine territory.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Departure crew list	Applicant (Captain/skipper)
2 Travel documents (Passports and Seamans books)	Vessel crew
3 Official Receipt (for vessels with foreign crew)	BI Bislig Field Office/collecting officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assemble crew for inspection	Check individual crew vs travel document	None	2 hours	<i>Border Control Officer on site</i>
2 Accompany BI for inspection	Inspect vessel for stowaway and unauthorized persons.	None	2 hours	<i>Border Control Officer</i>

4. Crew List Visa Fee

Office or Division:	Bislig Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Arriving foreign crew without visa crew list	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) copies of letter request address to the Commissioner from the Locally appointed Shipping Company/ Local Manning Agency Representative;	Applicant	
2. One (1) Letter of explanation stating the reason(s) for the failure to secure Visaed Crew List;	Applicant	
3. One (1) Photocopy of Arriving Crew List	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Immigration Officer</i>
2. Present the OPS to the Cashier for payment	2. Issue the Official Receipt.	Administrative Fine – PHP 500.00/crew Visa Crew List Fee –PHP 100.00/crew LRF – PHP10.00 Express Lane – PHP 500.00	10 Minutes	<i>Collecting Officer</i>
3. Submit the complete application	3. Receive the application. Attach the Receipt to the folder of the applicant.	None	1 Minute	<i>Border Control Officer on site</i>
	3.1 Evaluate the documents for change crew.	None	10 Minutes	<i>Border Control Officer on site</i>
	3.2 Approval of the BSS Chief.	None	15 Minutes	<i>Border Control Officer on site</i>
TOTAL:		PHP 1,110.00	59 Minutes	

5. Escorting and Processing of Joining Seafarers

Office or Division:	Bislig Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>List of requirements are indicated in BI Form 2014-10-007 Rev 0 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) 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;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory stamp);	Applicant	
4. Shipping notice/advice of vessel's arrival;	Applicant	
5. Photocopy of seafarer's passport bio-page;	Applicant	
6. Photocopy of seaman's book;	Applicant	
7. Photocopy of Contract of Employment;	Applicant	

8. Photocopy of Overseas Employment Certificate (OEC);	Applicant
9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 minutes	<i>Administrative Staff</i> BSS Bislig
	1.2 Evaluate the documents for change crew	None	10 minutes	<i>Immigration Officer</i> BSS Bislig
2. Receive the copy of approved request	2. Release the copy of the Approved Request for Sign On	None	1 minute	<i>Administrative Staff</i> BSS Bislig
TOTAL:		None	48 minutes	

6. Repatriation and Escorting of Seafarers

Office or Division:	Bislig Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>List of requirements are indicated in BI Form 2014-10-011 Rev 0 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency to allow the repatriation (signing-off) of foreign seafarer;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory Stamp);	Applicant	
4. Shipping notice/advice of vessel's arrival;	Applicant	
5. Photocopy of seafarer's passport bio-page;	Applicant	
6. Photocopy of seaman's book;	Applicant	
7. Photocopy of visaed crew list or the official receipt of the visa crew list fee;	Applicant	
8. Confirmed airline ticket;	Applicant	
9. Vessel ports of call;	Applicant	

10. Arriving Crew List;	Applicant
11. BOQ Individual Medical Clearance;	Applicant
12. For Medical Evacuation (MEDEVAC): Letter request addressed to the Commissioner thru the Chief, BSS, BOQ Medical Certificate and Letter Acceptance from the hospital.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Administrative Staff BSS Bislig</i>
	1.2 Issue the Order of Payment Slip (OPS)	None	5 Minutes	<i>Administrative Staff BSS Bislig</i>
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt.	CE Waiver – PHP 1000.00 LRF – PHP 10.00 *Express Lane Fee – PHP 500.00	10 Minutes	<i>Collecting Officer</i>
3. Submit the complete application	3. Receive the application. Attach the Receipt to the folder of the applicant	None	1 Minute	<i>BSS Personnel</i>



	3.1 Evaluate the documents for change crew	None	10 Minutes	<i>Immigration Officer</i> BSS Bislig
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TOTAL:	Express Lane – Php 1,510.00 Regular Lane – Php 1,010.00	Express Lane – 31 Minutes Regular Lane – 3 Days	
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7. Processing of On-signing Seafarers

Office or Division:	Bislig Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Embarking Filipino seafarers may file their request thru their local shipping companies / local manning agency representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>List of requirements are indicated in BI Form 2014-10-007 Rev 0 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) 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;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory stamp);	Applicant	
4. Shipping notice/advice of vessel's arrival;	Applicant	
5. Photocopy of seafarer's passport bio-page;	Applicant	
6. Photocopy of seaman's book;	Applicant	



7. Photocopy of Contract of Employment;	Applicant
8. Photocopy of Overseas Employment Certificate (OEC);	Applicant
9. For ports outside Manila: Two (2) copies of Joining Filipino Seafarer Notice of Allow addressed to the Alien Control Officer.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment Submit the complete documentary requirements for assessment	1. Receive and review the completeness of application and eligibility of applicant; Impress "BSS Received"	None	5 Minutes	<i>Administrative Staff</i> BSS Bislig
	1.2 Evaluate the documents for change crew	None	10 Minutes	<i>Supervisor / Immigration Officer</i> BSS Bislig
TOTAL:		None	15 Minutes	

8. Processing of Off-signing Seafarers

Office or Division:	Bislig Immigration Field Office	
Classification:	Complex	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Disembarking foreign seafarers may file their request thru their local shipping companies / local manning agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form 2014-10-009 Rev 1 which <i>can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Two (2) 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;	Applicant	
2. One (1) copy of guarantee letter from the local shipping/manning agency;	Applicant	
3. Derogatory record verification (No Derogatory Stamp);	Applicant	
4. Photocopy of seafarer's passport bio-page;	Applicant	
5. Photocopy of seaman's book;	Applicant	
6. Photocopy of arrival crew list duly signed by the captain;	Applicant	
7. Photocopy of vessel ports of call;	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment	1. Review the completeness of application.	None	5 Minutes	<i>Administrative Staff</i> BSS Bislig
	1.2 Evaluation of the documents.	None	10 Minutes	<i>Immigration Officer</i> BSS Bislig
TOTAL:		None	15 Minutes	

9.

9. Stamping of passports and seaman's books

Office or Division:	Bislig Immigration Field Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	International bound seafarers, both Filipinos and foreign who opted to embark or disembark in BI Surigao del Sur AOR		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approval from BSS Main for crew change, embarkation or disembarkation		BSS Main Office	
2. Passport and seaman's book (plus photocopy of bio-pages and latest arrival/departure stamp)		Applicant-crew	
3. Letter of guarantee		Manning agency	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify in advance through manning agency about the embarkation and disembarkation	Acknowledge notification	None	2 Minutes	BSS <i>Border Control Officer</i>



2. Report for inspection and stamping of travel documents	If approved, stamp travel documents	None	10 Minutes	BSS <i>Border Control Officer</i>
TOTAL:		None	12 Minutes	





BONGAO IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES

1. Extension of Authorized Stay of Temporary Visitors

Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Bongao Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
1.	Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Applicant
2.	Notarized letter of explanation for overstaying	Applicant
3.	Passport of the applicant (original)	Applicant
4.	Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5.	Birth Certificate if applicant is a child	Applicant

<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy) 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled-out application form, original passport and other supporting documents</p>	<p>1. Receive and review the application form for completeness and correct attachments</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Counter 1</i></p>
<p>2. Check the derogatory records</p>	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	<p>None</p>	<p>1 working day</p>	<p><i>Counter 2</i></p>



	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Counter 2
3. Assessment of Fees	3. Assess the fees.	None	10 minutes	Counter 3
4. Issuance of OR	4. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Counter 4
5. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Counter 5
TOTAL:		Total fees depends on number of months overstayed	1 working day and 27 minutes	

2. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non- visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Bongao Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Applicant
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant

<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or 2. Photocopy of BI Accreditation ID of the Travel Agent 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Counter 1</i>
2. Check Derogatory Record	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Counter 2</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Counter 2</i>

3. Assessment of Fees	3. Assess the Miscellaneous fees.	None	10 minutes	Counter 3
4. Issuance of OR	4. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Counter 4
5. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	Counter 5
TOTAL		Total fees depends on number of months overstayed	2 days and 27 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00



b.	14-15 years of age	3,150.00
c.	16 years above	3,400.00
4.	Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a.	Non-Visa Required Nationals:	
i.	Minor	2,650.00
ii.	14-15 years of age	3,650.00
iii.	16 years above	3,900.00
b.	Visa Required:	
i.	Minor	2,950.00
ii.	14-15 years of age	3,950.00

APPLICATION TYPE		FEES (in Php)
iii.	16 years above	4,200.00
5.	Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a.	Minor	1,640.00
b.	14-15 years of age	2,640.00

c. 16 years above	2,890.00
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EXPRESS LANE

APPLIC ATION TYPE	FEES (in Php)
85579728. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
63528192. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
45141632. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00

APPLIC ATION TYPE	FEES (in Php)
85579648. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00

ii.	14-15 years of age	4,650.00
iii.	16 years above	4,900.00
b.	Visa Required:	
i.	Minor	4,450.00
ii.	14-15 years of age	5,450.00
iii.	16 years above	5,700.00
85578960. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>		
a.	Minor	2,140.00
b.	14-15 years of age	3,140.00
c.	16 years above	3,390.00

3. Vessel Boarding

Office or Division:	Bongao Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Shipping Agency	
Who may avail:	All foreign vessels represented by the shipping agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notice of Arrival		Shipping Company Agent/ Ship Agent



2. Crew list	During Boarding Formalities
3. Ship's Particular	During Boarding Formalities
4. Last Port Clearance	During Boarding Formalities
5. Voyage Memo	During Boarding Formalities
6. Photocopy of Passport's Bio page of all crew	During Boarding Formalities
7. Visa Explanation (if available) or Ship's captain explanation why they were not able to secure the 9C visa	During Boarding Formalities

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Shipping Agent must submit the advance notice of arrival, crew list, last port of call, voyage memo and ship's particular	1. Receive and review the completeness of the requirements and attachments	None	5 minutes	Counter 1



	<p>2. Check derogatory records of the crew.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	<p>None</p>	<p>One (1) working day</p>	<p>Counter 2</p>
	<p>3. Receive payment and issue official receipt of foreign cargo vessel from the shipping agent.</p>	<p>Total fees depend on the number of crew agent.</p>	<p>5 minutes</p>	<p>Counter 3</p>
TOTAL:		<p><i>Total fees depends on number of months overstayed</i></p>	<p>1 day and 10 minutes</p>	



GENERAL SANTOS IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES

1. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	General Santos Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1.	1. Assess the fees and inform client of total fees.	None	5 Minutes	Window 1
2. Submit payment to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: PHP 300	10 Minutes per applicant	<i>Cashier</i> Cash Section



		Legal Research Fee (LRF): PHP 10 Note: Admin fine of 200/month but not exceeding of PHP 2,000 per year and MR fee amounting to PHP 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended		
3. Update information/photo of client	3. Take photo and update the system.	None	3 Minutes	Window 3
TOTAL:		PHP 310 (if no violation of Sec. 10)	18 Minutes	



2. Certification Fee

Office or Division:	General Santos Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	Applicant	
2. Original valid Passport	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present requirements to the assessor.	1. Evaluate the submitted requirements.		3 Minutes	Assessor
2. Pay required fees.	2. Receive payment from client. 2.1 Issue Official Receipt	Certification Fee PHP 500 Legal Research Fee PHP 10 Express Fee PHP 500	5 Minutes	Cashier
	2.2 Release Certification		1 Minute	Assessor



	TOTAL	PHP 1010	9 Minutes	
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3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	General Santos Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		ARP Counter	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		ARP Counter	
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		ARP Counter	
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant	
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		Applicant	



6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	ARP Counter
2. Pay required Immigration fees	2. Issue official receipt of payment	See Table	15 Minutes	Assessor
3. Claim the ECC with OR	3. Releases the approved ECC/CE with OR	None	3 Minutes	Cashier Window
	TOTAL:		28 Minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)



ACR Fee (PHP 1,000) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)
Express Lane Fee (PHP 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 500)
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>



4. Visa Crew List Fee

Office or Division:	General Santos Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	Issued to the entire foreign crew of a registered vessel docking in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notice of Arrival and vessel advice		Applicant
2. Crew list		Applicant
3. Letter of Explanation		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submission of requirements	1. Receive and evaluate requirements	None	2 Minutes	Assessor
2. Pay required Immigration fees	2. Receive payment of Immigration Fees	Per foreign crew PHP 110 Express Lane Fee PHP 500	5 Min ute s	<i>Cashier</i>
	2.1 Issue Official Receipt of payment		1 Min ute	
	2.2 Release OR			



TOTAL	PHP 610 per foreign crew	8 Minutes	
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5. Special Working Permit

Office or Division:	General Santos Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who plan to work in the country temporarily not exceeding six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original Passport	Applicant
2. SWP CGAF (BI Form CGAF-002-Rev 3)	General Santos Immigration Field Office / BI Website www.immigration.gov.ph/



3. BI – Clearance Certificate	BI – Gensan Field Office
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4. SWP Checklist (P-002-Rev1)	BI – Gensan Field Office / BI Website www.immigration.gov.ph/
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present/ Submit the Requirements	1. Receives and assess submitted requirements	None	5 Minutes	<i>Assessor</i>
2. Pay the required Immigration Fees	2. Receive payment and issue OR of payment for BI Clearance and SWP	AF PHP 800 SWP PHP 4000 Service Fee PHP 100 Legal Research Fee PHP 5,440 Express Lane Fee PHP 1500	5 Minutes	<i>Cashier</i>
3. Claim BI Clearance and SWP	3. Implementation and release of Clearance and SWP		5 Minutes	<i>Staff-in-charge</i>



TOTAL		15 Minutes	
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6. Visa Extension after 59 days of Stay

Office or Division:	General Santos Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All qualified foreign nationals on temporary visitors' visa who need to extend their stay with two months maximum extension only, or Visa Waiver

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	Applicant
2. Original valid passport	Applicant
3. Photocopy of the Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Submit requirements</p>	<p>1. Received and evaluate the submitted requirements</p> <p>1.2 Check for derogatory records.</p> <p><i>If without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>If with derogatory hit:</i></p> <p>Advise client to proceed to the Certification and Clearance Section from adjacent district offices for clearance.</p> <p>1.3 Verify the travel record and latest extension of stay</p> <p>1.4 Assess fees of the extension and inform client of the fees.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Assessor</p>



2. Pay required fees for extension of stay.	2. Receive payment for fees of extension.	<i>See table</i>	5 Minutes	
3. Claim Official Receipt and Clearance Certificate	3. Release Official Receipt and Clearance Certificate to client.		1 Minutes	
TOTAL		<i>See table</i>	11 Minutes	

Transaction for Adult with previous extensions or updates (1 month extension)	
Application Fee (PHP 300) + Extension Fee (PHP 500)	
ACR Fee (PHP 1,000) + ECC (PHP 700) + Express Lane Fee (PHP 1500)	
Head Tax (PHP 250)	
Visa Sticker Fee (PHP 100)	
Legal Research Fee (PHP 50)	
ACR I-Card Fee (\$50)	



Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 500)
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

Transaction for Adult with previous extensions or updates (2 month extension)
Application Fee (PHP 300) + Extension Fee (PHP 1,000)
ACR Fee (PHP 1,000) + ECC (PHP 700) + Express Lane Fee (PHP 1500)
Head Tax (PHP 250)



<p>Visa Sticker Fee (PHP 100)</p>
<p>Legal Research Fee (PHP 50)</p>
<p>ACR I-Card Fee (\$50)</p>
<p style="text-align: center;">Minor Applicant (1 month extension)</p>
<p>Application Fee (PHP 300) ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 1,500)</p>
<p>ACR Fee (PHP 500) + ECC (PHP 700) + LRF (PHP 60) + Express Lane Fee (PHP 1,500)</p>
<p>Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year</p>
<p>Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year</p>
<p><i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i></p>



Minor Applicant (2 month extension)

Application Fee (PHP 300) ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 1,500)

ACR Fee (PHP 500) + ECC (PHP 700) + LRF (PHP 50) + Express Lane Fee (PHP 1,500)

Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



GLAN IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Paper-based ACR

Office or Division:	Glan Immigration Field Office	
Classification:	Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All Native Born Indonesian Nationals (ACR Paper-based)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original NSO copy of Birth Certificate		Applicant
2. Residence Certificate		Applicant
3. Police Clearance/NBI Clearance		Applicant
4. Barangay Clearance		Applicant
5. 2x2 Colored Picture white background (6pcs.)		Applicant
6. Certificate from Indonesian Consulate		Applicant
7. Certification from Indonesian Liaison Officer		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out the application.	Advise the applicant on the submission /compliance with the corresponding requirements.	none	10 minutes	Receiving Counter Staff-In-Charge

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2. Submit duly accomplished application form and required attachments.	Receive application form	none	5 minutes	Staff-In-Charge
3.	Interview the applicant.	none	10 minutes	Acting ACO
4. Pay the required Immigration Fees.	Issue Official Receipts.	570.00	5 minutes	Cashier Counter
5.	Submit the accomplished application form with the required attachment and attached original Official Receipts.	none	5 minutes	Staff-In-Charge
6. Proceed to capturing of biometric information.	For fingerprinting	none	5 minutes	Staff-In-Charge
7. Signing the accomplished application form with the required attachment and attached original Official Receipts.	Affix dry seal on the Original ACR.	none	5 minutes	Acting ACO Staff-In-Charge
8. Receive the Original ACR Paper- based, Official Receipts	Release the Original ACR Paper- based, Official Receipts and retain duplicate copy for file.	none	5 minutes	Staff-In-Charge
TOTAL		Php 570.00	50 minutes	

FEES TO BE PAID			
CATEGORY	PRINCIPAL	ADULT	DEPENDENT (13 YEARS OLD & BELOW)



		Php 410.00	Php.210.00
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2. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Glan Immigration Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements:		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		Applicant	
2. Notarized letter of explanation for overstaying		Applicant	
3. Passport of the applicant (original)		Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant	
5. Birth Certificate if applicant is a child		Applicant	
<i>Additional requirements per visa category:</i>		Applicant	
Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or			
1. BI Accreditation ID of the Travel Agent (1 photocopy)			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge
	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	Staff-in-charge
	3. Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	5 minutes	Assessors
	4. Draft the Order.	None		Staff-in-charge
	5. Review and sign Order for endorsement	None	5 minutes	Acting ACO
	6. Transmit the Order to the Immigration Regulation Division (IRD)	None		Staff-in-charge
	7. Wait for the sign Order to release.	None	1 month	Chief IRD
	8. Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge
	9. Assess the fees.	None	10 minutes	Cashier Counter
2. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	10. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge
	TOTAL:	Total fees depends on number of months overstayed	1 month and 34 minutes	



3. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Glan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	Staff-In-Charge
2. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (2 pieces)	Applicant
3. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant



4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
6. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application.	None	10 minutes	<i>Staff-In-Charge</i>
2. Secure the Order of Payment Slip (OPS).	2. The staff transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier Counter</i>
4. Submit the Official Receipt (OR)	4. The staff encodes and prints the ECC/CE for review.	None	5 minutes	<i>Staff-In-Charge</i>
	4.1 Final review and approval	None	5 minutes	Applicant
	5. Releases the approved ECC/CE	None	3 minutes	<i>Releasing Staff</i>
TOTAL:			48 minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Cebu Immigration District Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Original ACR I-Card and/or ACR Paper-based	Applicant
	2. Original Passport	Applicant
	Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window 1 of ARD- FS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer/s in Room 214
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier Cash Section
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	



5. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Glan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter, Main Lobby
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter, Main Lobby
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)	ARP Counter, Main Lobby
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)	Applicant



6. Passport Biopage, Latest arrival stamp (1 photocopy each)	Applicant
7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
If traveling with parent: a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
If travelling with legal guardian: a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>OSAU Staff & Fingerprint Examiner</i> ARP Counter G/F
2. Secure the Order of Payment Slip (OPS).	2. The OSAU staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor</i> Window 6-10 G/F
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i> Cash Section (Window 13,14, 15, 16 G/F)
	4. OSAU staff receives the OR and issues claim stub.	None		<i>Receiving/Releasing Staff</i> Window 9-10



4. Submits the Official Receipt (OR).	4.1 For Fingerprint Verification, OSAU staff encodes and prints the ECC/CE for review of the OSAU Chief.	None	1 to 2 days	<i>Fingerprint Examiner/ ECC Typist</i> ARD- OSAU <i>Chief</i> ARD- OSAU
	4.2 Final review and approval.	None	1 day	<i>Deputy Chief and Chief</i> ARD
5. Present the claim stub.	5. Release the approved ECC/CE.	None	3 Minutes	<i>Receiving/Releasing Staff</i> Window 9-10
	TOTAL		3 days and 38 minutes	



ILIGAN IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



1. Alien Registration Program

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual **Special Security Registration Number (SSRN)**. The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreigners with admissions under: Sec. 9(a), E.O. 408, LOI and Balikbayan privilege		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished BI Form 2014-08-019 Rev 0 for Alien Registration Program (ARP)		1. Iligan Field Office or which can be accessed at www.immigration.gov.ph	
2. Photocopy of passport bio-page		2. Applicant	
3. 1piece 2x2 size photo of applicant		3. Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the accomplished ARP form and other documentary requirement	1. Receive and verify if the applicant has a record in the ARP database. If none, proceed with the registration.	None	1 minute	<i>Receiving Staff/Job Order</i> Iligan Immigration Field Office
None	1.1. Check and review the form if accomplished legibly	None	1 minute	<i>Evaluation Officer</i> Iligan Immigration Field Office
None	1.2. Encode the information to the ARP system	None	3 minutes	<i>Officer-in-Charge</i> Iligan Immigration Field Office
None	1.3. Perform photo capturing and fingerprinting of the applicant.	None	3 minutes	<i>Officer-in-Charge</i> Iligan Immigration Field Office
TOTAL	None	8 minutes		



2. Amendment/Correction of Admission (for Temporary Visitor's Visa only and upon approval of Immigration Regulation Division)

Any foreign Nationals with incorrect admission stamps on their passports.

Office or Division:	Iligan Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals with incorrect admission	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</p>		
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	1. Applicant	
2. Valid original passport	2. Applicant	
3. Present: <ul 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 	3. Applicant	
4. Indorsement signed by AACO	4. BI Iligan Field Office	
5. Checklist	5. BI Iligan Field Office or which can be accessed at www.immigration.gov.ph	
6. Letter Request	6. Applicant	
7. Copy of Stamp	7. Applicant	
8. CQSS of Arrival	8. BI Iligan Field Office	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Evaluation Officer</i> Iligan Immigration Field Office
2. Receive the claim stub.	2. Issue the claim stub to applicant indicating the date of release.	None	30 Seconds	<i>Evaluation Officer</i> Iligan Immigration Field Office
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	2 Days*	<i>Officer-in-charge / Job Order</i> Iligan Immigration Field Office
	2.1. Check the Derogatory records.	None	10 Minutes	<i>Verifier</i> Iligan Immigration Field Office
	2.2. Review and approve the application	None	10 Minutes	<i>IRD Personnel Chief, IRD</i> Iligan Immigration Field Office
	2.3. Implement the amendment on passport	None	5 Minutes	<i>Officer-in-charge</i> Iligan Immigration Field Office
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 days*	<i>IRD Personnel</i> Iligan Immigration Field Office
3. Await the notification on the approval of the application.	3. Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	<i>Officer-in-charge</i> Iligan Immigration Field Office
4. Present the Claim Stub and Receive the passport	4. Secure the claim stub and release the passport.	None	1 Minute	<i>Officer-in-charge</i> Iligan Immigration Field Office
TOTAL if application is filed thru Subport Offices		Courier Fees	4 days, 1 hour, 6 minutes*	



Processing time is for single application, compounds for each added application, subject to existing ARTA policies.

*Subject to courier delivery lead time

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Iligan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens and ACR I-Card holders except Temporary Visitor’s Visa holders or Tourist Visa holders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original ACR I-Card or ACR Paper-based	1. Applicant
2. Original Valid Passport	2. Applicant
3. Annual Report Online Filing System link at https://eservices.immigration.gov.ph	3. Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the reference number of online to your preferred participating BI Office and submit the checklist of requirements.	1.1. Enter the reference number at the Annual Report System;	None	10 minutes	Registration Office and Assessor Iligan Immigration Field Office
	1.2. Perform Photo capturing to the client;			



	1.3. Asses the fees and issue Order of Payment Slip.			
2. Submit the OPS to the cashier for payment.	2. Issuance of Official Receipt	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	3 minutes	<p><i>Cashier</i> Iligan Immigration Field Office</p>
3. Sign the Record of Alien's Annual Report Form	3. Fill out and sign the Record of Alien's Annual Report and release the ACR I-card; Valid Passport; and OR to the client.	None	2 minutes	<p><i>Registration Officer</i> Iligan Immigration Field Office</p>



TOTAL:	Php 310.00 (if no violation of Sec. 10)	15 minutes	
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4. Boarding Formalities

4.1. Arrival Formalities

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules, and regulation.

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)		
Who may avail:	Arriving foreign nationals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid passport/ travel document			1. Concerned issuing authority
2. Valid Seaman's Book			2. Concerned issuing authority
Additional Requirements (If applicable)			
3. Valid visaed crew list (9c) for foreign crew			3. Philippine Foreign Service Post
4. Notice of Arrival (48 Hrs. before the arrival of the vessel)			4. Shipping line
5. Arrival Crew list			5. Shipping line
6. Voyage Memo			6. Shipping line
7. Ships Particular			7. Shipping Line
8. NIL list			8. Shipping line
9. Letter of explanation (if no visaed crew list)			9. Master of the Vessel

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10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	10. BI- Main Office, Certification and Clearance Section(CCS)
Additional Requirements for Cruise Ship:	
1. Passenger Manifest	1. Shipping Line
2. Manifest of Disembarking passengers	2. Shipping Line
3. Manifest of embarking passengers	3. Shipping Line
4. List of Signing off crew members	4. Shipping Line
5. List of signing on crew members	5. Shipping Line
6. Shore Pass	6. Immigration Boarding Officer
7. Departure cards (Filipino passengers/crew) - Cruise Ship	7. Immigration Boarding Officer
8. Arrival cards (Foreign passenger/crew) - Cruise Ship	8. Immigration Boarding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NOA (Notice of Arrival), with crew list, NIL list, Ships particular and voyage memo 48 hrs. before the arrival vessel	1. Receive and assess pertinent documents from the foreign vessel. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations. 1.2 Check derogatory records/active alerts	None	2 minutes	<i>Immigration Officer</i> Iligan Immigration Field Office

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<p>2. Submit visa crew list</p>	<p>2. Assessment of fees and pay to cashier</p>	<p>100.00/crew visa crew list 10.00/crew LRF 500/express lane fee/ vessel</p> <p>If with fine 100.00 /crew admin. fine 10.00/crew LRF 500.00/express lane fee/vessel 500.00/crew fine</p>	<p>10 minutes</p>	<p><i>Assessor and Cashier</i> Iligan Immigration Field Office</p>
<p>3. The master presented all the necessary documents of the vessel such as:</p> <ul style="list-style-type: none"> a. NOA b. Ships particular c. NIL List d. Voyage Memo e. Crewlist f. Passport g. Seaman's book <p>Departure Clearance (from local port)</p>	<p>3. Conducting boarding formalities</p> <ul style="list-style-type: none"> a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. c. Ask the master if there are any signing-in and signing-off and other relevant matters. d. Check the cabins and other rooms if there are stowaways <p>Conclusion of boarding formalities.</p>	<p>None</p>	<p>1 hour and 30 minutes</p>	<p><i>Immigration Boarding Officer and Boarding Assistant</i> Iligan Immigration Field Office</p>
<p>4. The master advised the Immigration through the agent that a crew needs medical attention.</p>	<p>4. Issuance of shore pass and monitoring of the vessel during her entire stay in the port.</p>	<p>None</p>	<p>continuing</p>	<p><i>Immigration Boarding Officer and Boarding Assistant</i> Iligan Immigration Field Office</p>



5. The master advised Immigration through the agent the departure of the vessel	5. Issuance of departure clearance to the master of the vessel (Ask the master if there are changes of the crews manifest due to signing-in and signing-off.)	None	10 minutes	<i>Immigration Boarding Officer and Boarding Assistant</i> Iligan Immigration Field Office
	TOTAL	None	1 hour and 52 minutes	

4.2. Immigration Port Clearance

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Business - (G2B)		
Who may avail:	Departing Foreign vessel		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Valid passport/ Seaman's book	1. Shipping Line	
	2. Embarking crew list	2. Shipping Line	
	3. Departing crew list	3. Shipping Line	
	4. Embarking Passenger Manifest (Cruise Ship)	4. Shipping Line	
	5. Departing Passenger Manifest (Cruise Ship)	5. Shipping Line	
	6. Voyage Memo for Next port	6. Shipping Line	
	7. Immigration Port Clearance	7. BI Immigration Officer	



8. NIL list	8. Shipping Line
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Shipping agent will submit all the required documents to Immigration Boarding Officer before the departure of the foreign vessel	1. Boarding officer will issue Immigration port clearance after completion of voyage itinerary and inspection	None	10 minutes	<i>Immigration Boarding Officer Iligan Immigration Field Office</i>
	TOTAL:		10 minutes	

4.3. Departure Formalities

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizens – (G2C) / Government to Business (G2B)		
Who may avail:	Departing Foreign vessels		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid passport/ seaman's book		1. Concerned issuing authority	
2. Embarking crew list		2. Shipping Line	
3. Departure crew list		3. Shipping Line	

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4. Embarking passenger manifest (Cruise Ship)	4. Shipping Line
5. Departing Passenger Manifest (Cruise Ship)	5. Shipping Line
6. Voyage Memo for next port	6. Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year) Php 2 170 (6 months) Php 2,520 (1 Year extension) Php 2 020 (6 months extension)	15 seconds	<i>Immigration Boarding Officer</i> Iligan Immigration Field Office
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Asks questions for evaluation purposes	None	20 seconds	<i>Immigration Boarding Officer</i> Iligan Immigration Field Office

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<p>3. Follow instructions and awaits the decision of Immigration Officer respond to questions asked by IO and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g., derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>30 seconds</p>	<p>Immigration Officer/ Cashier Iligan Immigration Field Office</p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow exit of foreign national, affixes the departure stamp, and flight number In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</p>	<p>None</p>	<p>25 seconds</p>	<p>Immigration Officer Immigration Officer/Boarding Supervisor</p>
<p>TOTAL</p>		<p>None</p>	<p>1 minute and 30 seconds</p>	

5. Extension of Authorized Stay of Temporary Visitors

5.1. Extension of Tourist Visa of Temporary Visitors



Foreign nationals who entered the Philippines as temporary visitors/tourists may apply for an extension of their authorized stay in the Philippines.

Office or Division:	Iligan Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, see <i>item L.</i>
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days. 2) Second extension of 38 days visa waiver. 3) Monthly or every 2 months extension thereafter. 4) For a 6 months extension, see <i>item L.</i>
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days
	G. Executive Order No. 408 (EO408); 30 Days	1) Initial extension of 29 days visa waiver 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, see <i>item L.</i>
	H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly, 2 months or 6 months. (For a 6 months extension, see <i>item L.</i>)
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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days. 2) Extendible monthly or every 2 months thereafter. 3) For a 6 months extension, see <i>item L</i> .
	K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days	1) Extendible monthly or every 2 months 2) For a 6 months extension, see <i>item L</i> .
	L. Long-Stay Visitor Visa Extension (LSVVE)	All temporary visitors, regardless of nationality and not otherwise disqualified, who wish to extend his/her tourist visa during the last thirty (30) days of the previously issued LSVVE, or upon the expiry of a regular visa extension. The total duration of extension shall be not more than six (6) months from the time of expiration of authorized stay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	1. Iligan Immigration Field Office or which can be accessed at BI website www.immigration.gov.ph
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	
2. Passport of the applicant (original)	2. Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	3. Applicant
Additional requirements:	4. Applicant
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable.	
2. Photocopy of BI Accreditation ID of the Travel Agent	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	3 Minutes	<i>Receiving Staff/Job Order</i> Iligan Immigration Field Office
	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to process extension at Bureau of Immigration Main Office, Manila.	None	5 Minutes	<i>Verifier</i> Iligan Immigration Field Office
	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None		
	1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None		
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	2 Minutes	<i>Cashier</i> Iligan Immigration Field Office
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	<i>Assessor</i> Iligan Immigration Field Office
	3.2 Implementation of visa extension	None		
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, client is given a claim stub.	None		

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4. Signing of Certification and Approval Certificate	4. Validate the BI Clearance Certificate	None		<i>AACO - ILIGAN FIELD OFFICE (AUTHORIZED SIGNATORIES)</i>
5. Applicant Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt	None		<i>Releasing Staff / Job Order Iligan Immigration Field Office</i>
TOTAL if processed under Express Lane		Php 3,130 w/ <i>valid visa</i> Php 4,140 <i>w/ expired visa</i>	15 minutes when personally transacted by applicant.	
TOTAL if processed under Regular Lane		Php 2,130 w/ <i>valid visa</i>	3 working days when represented by an accredited company	



5.2. Extension of Authorized Stay - Visa Waiver

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Non-visa required tourists admitted under Executive Order No. 408 for a thirty (30) days, visa-free, and are requesting for an initial extension of twenty-nine (29) days.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following:		1. Iligan Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph	
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		2. Applicant	
2. Original Valid Passport		3. Applicant	
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)		4. Applicant	
Additional requirements:			
1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable.			
2. Photocopy of BI Accreditation ID of the Travel Agent			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out	1. Review the completeness of application	None	3 Minutes	<i>Receiving Staff/ Job Order</i>

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application form, original passport, and other supporting documents.	1.1. Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	5 Minutes	<i>Verifier</i> Iligan Immigration Field Office
	<i>With derogatory hit:</i> Advise Applicant to process extension at Bureau of Immigration Main Office, Manila			<i>Assessor</i> Iligan Immigration Field Office
	1.2. Verify the travel record (latest arrival details, admission status, etc.).	None		<i>Verifier</i> Iligan Immigration Field Office
	1.3. Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None		<i>Assessor</i> Iligan Immigration Field Office
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,030 w/ <i>valid visa</i> Php 4,140 w/ <i>expired visa</i> Regular Lane: Php 2,130 w/ <i>valid visa</i>	2 Minutes	<i>Cashier</i> Iligan Immigration Field Office

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3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	Assessor Iligan Immigration Field Office
	3.2 Implementation of visa extension			
	3.2 Notify the applicant by calling their name. For regular lane-processed applications, the client is given a claim stub.			
4. Signing of Certification and Approval Certificate	4. Validate the BI Clearance Certificate			AACO - ILIGAN FIELD OFFICE (AUTHORIZED SIGNATORIES)



5. Applicant Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt			Releasing Staff / Job Order Iligan Immigration Field Office
TOTAL if processed under Express Lane		Php 3,130 w/ valid visa Php 4,140 w/ expired visa	15 minutes when personally transacted by applicant.	
TOTAL if processed under Regular Lane		Php 2,130 w/ valid visa	3 working days.	

5.3. Extension of Authorized Stay - after 59 days

Office or Division:	Iligan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals whose stay will exceed fifty-nine (59) days or who are admitted under Sec. 9(a) and those who have been granted visa waivers.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	1. Iligan Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
2. Original Valid Passport	2. Applicant

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3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)	3. Applicant
4. Valid Tourist ACR I-card (If available)	4. Applicant
<i>Additional requirements (for representative):</i> 1. Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; as applicable	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the CGAF and submit it to the receiving counter.	1. Receive and review of Application upon receipt of CGAF from the client.	None	2 minutes per application	<i>Officer-in-Charge/Job Order</i> Iligan Immigration Field Office
	1.1. Transmittal of the reviewed CGAF to the Assessor.	None		
2. Present the OPS to the Cashier for payment.	2. Assessment of fees	None	5 minutes per application	<i>Assessor</i> Iligan Immigration Field Office
	3. Receive payment and issuance of OR	Varies depending on the number of months applied for by the client.	5 minutes per application	<i>Cashier</i> Iligan Immigration Field Office
	4. Visa Implementation and approval.	None	5 minutes per application	<i>AACO - ILIGAN FIELD OFFICE (AUTHORIZED SIGNATORIES)</i> Iligan Immigration Field Office
	4.1 Visa Sticker Printing	None	2 minutes per application	<i>Officer-in-Charge/Job Order</i> Iligan Immigration Field Office



3. Receive the approved Tourist Visa Extension	5. Release of the approved Tourist Visa Extension	None	2 minutes per applicant	Officer-in-Charge/Job Order Iligan Immigration Field Office
TOTAL				
Express		None	21 minutes	
Regular		None	3 days & 21 minutes	

6. Motion for Reconsideration for Tourist Visa Extension

6.1. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Iligan Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		1. Iligan Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev 01)		2. Applicant
2. Notarized letter of explanation for overstaying		3. Applicant
3. Passport of the applicant (original)		4. Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		5. Applicant
5. Birth Certificate if applicant is a child		



<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy) 	<p>6. Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Evaluation Officer</i>
	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	1 working day	<i>Verifier</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessor</i>

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	2.3 Draft and sign Order for endorsement to the Chief, IRD	None	1 hour	<i>AACO-Iligan Field Office</i>
	2.4 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>AACO-Iligan Field Office</i>
	2.5 Review and sign the Order.	None	5 working days	<i>Chief IRD</i>
	2.6 Transmit the Order to Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	5 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order for implementation	None	5 minutes	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	10 minutes	<i>Assessor</i>
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>AACO-Iligan Field Office Officer-in-Charge</i>



	5.1 Enter the approval in the BI system.	None	5 minutes	
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Officer-in-Charge</i>
TOTAL:		<i>Total fees depend on number of months overstayed</i>	11 days 1 hour and 59 minutes	

6.2 Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa-required nationals) or 24 months (for visa-required nationals). The recommendation of the Chief, IRD, and approval of the Commissioner is required.

Office or Division:	Iligan Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements are the following:		1. Iligan Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev 01) with 2x2 picture and signature of client and/or representative (Please ensure that there isa RECEIVED stamp on the upper right part of the form)				
2. Notarized letter of explanation for overstaying		2. Applicant		
3. Passport of the applicant (original)		3. Applicant		
4. 1 photocopy of each of the following: Bio page of the passport, entry visa, latest arrival stamp, latest Official Receipt of visa extension, arrival visa extension (visa required)		4. Applicant		
5. Birth Certificate if applicant is a child		5. Applicant		
6. Marriage Certificate if the applicant is married to a Filipino.		6. Applicant		
7. Prepared and signed ORDER		7. BI Iligan Field Office		
8. Endorsement to Chief, IRD		8. BI Iligan Field Office		
9. Print out of CQSS (Latest arrival)		9. BI Iligan Field Office		
10. Certificate of No Derogatory Record		10. BI Iligan Field Office		
11. ISO-certified URS		11. BI Iligan Field Office		
<i>Additional requirements:</i>		12. Applicant		
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or				
2. Photocopy of BI Accreditation ID of the Travel Agent				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Evaluation Officer</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Officer-in-Charge/ Evaluation Officer</i>
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Verifier</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Verifier</i>
	2.4 Draft and sign Order for endorsement to the Chief, IRD	None	2 hours	<i>Evaluation Officer AACO-Iligan Field Office</i>
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Evaluation Officer</i>
	2.6 Review and sign the Order.	None	5 working days	<i>Chief IRD</i>

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	2.7 Transmit the Order to Office of the Commissioner	None		<i>Staff-in-charge</i>
	2.8 Approval / Disapproval of the Commissioner	None	7 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to Support for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	10 minutes	<i>Assessor</i>
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Evaluation Officer AACO-Iligan Field Office</i>
	5.1 Enter the approval in the BI system.	None	5 minutes	<i>Evaluation Officer</i>
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Officer-in-Charge/ Job Order</i>



TOTAL:	Total fees depend on number of months overstayed	17 days 2 hours and 49 minutes	
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Note:

Schedule of Fees:
a. REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
Visa Waiver for foreign nationals admitted under EO 408	2,130.00
2. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	2,150.00
ii. 14-15 years of age	3,150.00
iii. 16 years above	3,400.00
3. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00



iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
4. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	1,640.00
ii. 14-15 years of age	2,640.00
iii. 16 years above	2,890.00

b. EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
Visa Waiver for foreign nationals admitted under EO 408	3,130.00
45141632. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	3,150.00
ii. 14-15 years of age	4,150.00
iii. 16 years above	4,400.00



85579648. Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
85578960. Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
i. Minor	2,140.00
ii. 14-15 years of age	3,140.00
iii. 16 years above	3,390.00

7. Special Study Permit

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.

**Receiving of documents only. Processing and approval at BI Main Office / Student Visa Office*

Office or Division:	Iligan Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B) / Government to Citizen (G2C)



Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant/client & petitioning school	
2. Duly 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;	2. BI Website www.immigration.gov.ph / BI Iligan Field Office	
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	3. Applicant	
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 applicants below 18 years of age;	4. Petitioning school	
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school	
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation	
7. BI Clearance Certificate.	7. BI Iligan Field Office	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving/Releasing Staff/ Job Order</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> <i>Assessor</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	<i>Cashier</i>
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	<i>Receiving/Releasing Staff/ Job Order</i>



	Total Express	Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	



8. Special Work Permit (SWP)

The Special Work Permit (SWP) is issued to a foreign national who intends to work, engage in specific activities, or render services outside of an employment arrangement.

Office or Division:	Iligan Immigration Field Office
Classification:	Simple Transaction / Complex Transaction
Type of Transaction:	Government to Business (G2B)

Who may avail:	<p>-A foreign national who shall engage in gainful employment for three to six months.</p> <p>-All foreign nationals, who are:</p> <ol style="list-style-type: none">1. At least 25 years old at the time of the filing of the application.2. Possessed Educational Attainment.3. At least 2 years of relevant work experience or training related to the proposed position, nature, and primary purpose of the company's business; and4. Intend to work, engage in specific activities, or render services outside of an employment arrangement such as:<ol style="list-style-type: none">a. Professional athletes, coaches, trainers and assistants;b. International performers with exceptional abilities.c. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body;d. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay;e. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities;f. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency;g. Foreign journalists practicing their profession or covering a specific event in the country;h. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities;i. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation);j. Religious missionaries and preachers;k. Commercial models and talents;l. Culinary specialists/Chefs;m. Professionals; andn. Consultants or specialists.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request addressed to the Commissioner from the petitioning company	1. Applicant/client & petitioning company
2. Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	2. BI Website www.immigration.gov.ph / BI Iligan Field Office
3. Photocopy of Passport Bio-page and latest admission with valid authorized stay.	3. Applicant
4. 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 (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit	4. Company
5. For Single Proprietorships, photocopies of the following: a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and b. Mayor's Permit;	5. Company/Applicant
6. Contract of Service, 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;	6. Company/Applicant
7. Board Resolution, if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and the latest GIS;	7. Company/Applicant



<p>8. Photocopy of petitioner's latest Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.</p>	<p>8. Company/Applicant</p>
<p>9. A sworn declaration of the petitioning company operating in the Philippines:</p>	<p>9. Company/Applicant</p>
<p>10. Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;</p>	<p>10. Applicant</p>
<p>11. Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's- initial or final SWP and all documents submitted are genuine;</p>	<p>11. Company</p>
<p>12. Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and</p>	<p>12. Applicant</p>
<p>13. For Consultant or Specialist Position: Certified True Copy of Diploma of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and</p>	<p>13. Company/Applicant</p>
<p>14. For Consultant or Specialist Position: Certificate of Training, Course Completion or Resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.</p>	<p>14. Company/Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the permit application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-Charge for evaluation	1.1. Attaches the Checklist of Requirements to the application Receives the permit application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	1-2 days (Express) 5 days (Regular)	<i>Evaluation Officer</i>

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<p>2.1. Presents the original passport and duly evaluated application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)</p>	<p>2.1. Receives the passport and duly evaluated permit application 2.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>15 minutes per application</p>	<p><i>Evaluation Officer</i></p> <p><i>Verifier Assessor</i></p>
<p>3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt</p>	<p>3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt</p>	<p>Express: P6,440 Regular: P5,440</p>	<p>10 minutes per application</p>	<p><i>Cashier</i></p>
<p>4.1. Submits the duly evaluated permit</p>	<p>4.1. Receives the duly evaluated permit application with the attached BICC and official receipt 4.2 Issues the claim stub</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Officer-in-Charge</i></p>

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None	<p>5. Evaluate the full compliance with the documentary and procedural requirements, verify the authenticity of submitted documents with BI offices and other government agencies</p> <p>5.1. Prepare and enter the details in the VAIS to generate a SWP Order.</p> <p>5.2 Print the Order</p> <p>5.3 Officer-in-Charge signs the SWP Order</p> <p>5.4 Alien Control Officer signs the SWP Order</p> <p>5.2. Record the application and inform the applicant</p>	None	15 minutes	<p><i>AACO-Iligan Field Office</i></p> <p><i>Officer-in-Charge AACO-Iligan Field Office Staff/Officer-in-Charge</i></p>
6. Submits the original passport	<p>6. Receives the original passport</p> <p>6.1 Releases the passport and original SWP Order</p>	None	2 minutes	<i>Officer-in-Charge/ Job Order</i>
TOTAL		Express P6,440.00	2 days and 45 minutes	
		Regular P5,440.00	5 days and 45 minutes	



9. Tourist ACR I-Card Issuance and Renewal

An ACR I-Card is a microchip-based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. It also has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

*For Tourists only, consolidated with their application for an Extension of Tourist Visa whose stay exceeded fifty-nine (59) days in the Philippines

Office or Division:	Iligan Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	ACR I-Card Issuance / Renewal	
Who may avail:	All foreign nationals who are visa holders of Temporary Visitor's Visa or Tourist Visa who have stayed for more than fifty-nine (59) days in the Philippines.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
The list of requirements is the following:		Iligan Immigration Field Office or <i>which can be accessed at BI website at www.immigration.gov.ph</i>
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		
2. Original Valid Passport		Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)		Applicant
Additional requirements:		Applicant
<ul style="list-style-type: none"> ● Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. ● Photocopy of BI Accreditation ID of the Travel Agent 		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out application Form (IRD04.QF.004 Rev 01)	1. Encode details of the applicant	50 USD, (BSP Forex Rate)	5 minutes per application	Assessor
		plus Express Fee 500.00		Cashier
	TOTAL	LRF 10.00	3-4 weeks and 5 minutes	

10. Visa Crew List Fee

All arriving foreign crew onboard vessels coming into the country shall be properly visaed

Office or Division:	Iligan Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)		
Who may avail:	All arriving foreign crew not possessing 9C visa		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>			
1. Two (2) copies of letter request address to the Commissioner from the Locally appointed Shipping Company/ Local Manning Agency Representative;		Applicant	
2. One (1) Letter of explanation stating the reason(s) for the failure to secure Visaed Crew List;		Master of vessel	
3. One (1) Photocopy of Arriving Crew List		Applicant	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1. 1. Receive and assess pertinent documents.	None	3 minutes	<i>Officer-in-Charge/ Evaluation Officer</i>
	1.2. Assess Visa Crewlist fee and issue OPS	None	5 minutes	<i>Assessor</i>
2. Pay corresponding fees and receive Official Receipt	2. Collect payment and issue Official Receipt	Visa Fee: 100/crew LRF: 10/crew Admin Fine: 500/crew Express Lane Fee: 500	3 minutes	<i>Cashier</i>
TOTAL		Fees dependent	11 minutes	



JOLO IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Visa Waiver Extension

1.1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Jolo Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order. No. 408.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	
1. Accomplished Tourist Visa Extension Form	BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i>	
1. Special Power of Attorney (SPA); and	Applicant
One (1) valid Identification Card of the representative; as applicable	
Photocopy of BI Accreditation ID of the Travel Agent	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessors Jolo Immigration Field Office
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Assessors Jolo Immigration Field Office
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessors Jolo Immigration Field Office
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors Jolo Immigration Field Office



2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane: Php 2,130 w/ valid visa	10 Minutes	<i>Cashier</i> Jolo Immigration Field Office
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Jolo Immigration Field Office
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Jolo Immigration Field Office
	3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane- processed applications, client is notified thru e-mail.	None	2 minutes	<i>Staff-in-charge</i> Jolo Immigration Field Office



4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	Staff-in-charge Jolo Immigration Field Office
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Staff-in-charge Jolo Immigration Field Office
TOTAL if processed under Express Lane		Php 3,130	1 hour and 4 minutes	
TOTAL if processed under Regular Lane		Php 2,130	working days	

1.2. Extension Of Tourist Visa-Visa Waiver (E-Services / Visa Waiver Through Online System)

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request through an online system for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Jolo Immigration Field Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All foreign nationals admitted under Executive Order. No. 408 with less than 59 days initial stay.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original passport of the applicant	Client
1. Registered E-services Account	https://e-services.immigration.gov.ph/



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph/ and fill out all mandatory information in the Visa Waiver E-Form and submit the same for processing	1. Validate the information provided by the client Note: Information provided by the client should be the exact matched of records reflected in the BI CQSS; otherwise, the application will not proceed.	None	1 minute	System automated
2. Click “Pay Now” and proceed to online payment	2. Generate payment summary	Php 3,030 with valid stay Php 4,030.00 with expired stay (exclusive of online payment aggregator and bank/e-wallet charges)	1 Minute	System Automated
3. Retrieve system-generated Official Receipt with visa waiver validity thru the registered email	3. Check derogatory record	None	1 Minute	System Automated
	3.1 <i>Without derogatory hit</i> Send system-generated Official Receipt with visa waiver validity thru the registered email	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Jolo Immigration Field Office



	<p>3.2 (a) <i>With derogatory hit but eligible to apply</i></p> <p>Review Derogatory Record and Approve application</p>	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Jolo Immigration Field Office
	<p>3.2 (b) <i>With derogatory hit for compliance</i></p> <p>Click “For compliance” and advise applicant thru an advisory email to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge Jolo Immigration Field Office
	Input NTSP Clearance Control Number in the system.	None	Within 5 Minutes upon issuance of NTSP Certificate	Staff-in-charge Jolo Immigration Field Office
TOTAL if processed without clearance requirement		Php 3,030 with valid stay Php 4,030.00	3 minutes	



TOTAL if processed with clearance requirement	with expired stay (exclusive of online payment aggregator and bank/e-wallet charges)	8 minute s
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2. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Jolo Immigration Field Office	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas Alexis08090 Alexis080901(BNO) passports: FSC 122-119(a); 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver



	B. <i>For holders of Portuguese-Macao passports:</i> Tourist Visa under Section 9(A); 7 Days	3. Monthly or every 2 months extension thereafter
	C. <i>For holders of PROC passports with AJACS Visa:</i> MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. <i>For holders of Hong Kong SAR passports:</i> FSC 125-10; 14 Days	1. Initial extension of 7 days
	E. <i>For holders of Macau SAR passports:</i> FSC 122-11; 14 Days	2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	F. <i>For holders of Indian passports with AJACSSUK Visa:</i> FSC 36-10; 14 days	Allowed to extend only for 7 days
	G. Executive Order No. 408 (EO408); 30 Days	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
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	BI Public Information Assistance Unit /BI Website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessors Jolo Immigration Field Office
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Assessors Jolo Immigration Field Office
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	13 Minutes	Assessors Jolo Immigration Field Office
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors Jolo Immigration Field Office
2. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	10 Minutes	<i>Cashier</i>



3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Jolo Immigration Field Office
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i> Jolo Immigration Field Office
	3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	<i>Staff-in-charge</i> Jolo Immigration Field Office
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Staff-in-charge</i> Jolo Immigration Field Office
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Staff-in-charge</i> Jolo Immigration Field Office
TOTAL if processed under Express Lane		Total fees depends on visa category and	1 hour and 4 minutes	
TOTAL if processed under Regular Lane			3 working days	

3. Boarding Formalities

3.1. Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Jolo Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving foreign nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Completely filled out e-travel pass	https://etravel.gov.ph
Additional Requirements (If applicable)	Philippine Foreign Service Post, BI
1. Valid visa (Tourist Entry Visa/Immigrants/Non- Immigrant/Special Non-Immigrant Visa)	
2. Return/ Onward ticket (Tourist)	Airline/Shipping line
3. Valid ACR I-Card (Non-immigrants/ Immigrants/Special visa holders)	Alien Registration Division (ARD)-BI
4. Re-entry Permit (RP) for immigrants and valid Special Return Certificate (SRC) for non-immigrants	ARD, Designated Cashiers- BI Main Office, Support Offices, or International Ports of Entry and Exit
5. Special Retirees Resident Visa (SRRV) Identification Card (ID)	Philippine Retirement Authority (PRA)
6. Special Investor's Resident Visa (SIRV) ID	Board of Investment (BOI)



7. Travel Authority/ Mission Order and Identification Card of Military Personnel under PH-US Balikatan	United States of America (USA) Government
8. Proof of accommodation/hotel booking	Hotel/Accommodation Facility
9. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with parents)	BI-International Ports of Entry
10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	BI- Main Office, Certification and Clearance Section(CCS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year)	15 seconds	<i>Immigration Officer</i>
		Php 2,170 (6 months) Php 1920 (Student) Php 3120 (WEG)		
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts 2.1 Ask questions for evaluation purposes	None	10 seconds 10 seconds	Immigration Officer



<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>3.1 Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refers to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>25 seconds</p>	<p>Immigration Officer</p> <p>Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control</p> <p>Enforcement Unit (TCEU) Anti-Fraud Section (AFS)</p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow entry of foreign national, affixes the arrival stamp, flight number, admission status and validity of stay.</p> <p>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</p>	<p>None</p>	<p>30 seconds</p>	<p>Immigration Officer</p>
	<p>TOTAL</p>	<p>None</p>	<p>90 seconds</p>	



3.2. Arrival Formalities for Philippine Passport/Travel Document Holders

All Philippine passport/travel document holders shall be required to undergo immigration arrival formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Jolo Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen – (G2C)	
Who may avail:	All Philippine passport/travel document holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ travel document		Department of Foreign Affairs (DFA)
2. Completely filled-out e-travel pass		https://etravel.gov.ph
Additional requirements 1. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.		Bureau of Immigration (BI)-Certification and Clearance Section(CCS), Ground floor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. 1.1 Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Asks questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>



<p>3. Follow instructions and awaits the decision of Immigration Officer Responds to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Captures photo and fingerprint *Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refers to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer/</i> <i>Border Control Intelligence Unit (BCIU) personnel/</i> <i>Duty Immigration Supervisor (DIS)/</i> <i>Travel Control Enforcement Unit (TCEU)</i> <i>Anti-Fraud Section (AFS)</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow entry of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. In case the Philippine passport/travel document holders have an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer</i> <i>Immigration Officer/DIS/BCIU</i></p>
<p style="text-align: right;">TOTAL</p>		<p>None</p>	<p>90 seconds</p>	

3.3. Departure Formalities for Foreign Passport / Travel Document Holders

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Glan Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Foreign passports or Travel Document Holders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Boarding pass	Airline/Shipping Line
3. Completely filled out departure card	Airline/Shipping Line/BI
Additional requirements (if applicable)	Alien Registration Division (ARD), BOI, PRA
1. ACR I-card (Immigrants/ Non-immigrants/Special Non- Immigrants) or authorized agency issued ID for Special Non- immigrants	
2. Certificate of Not The Same Person (NTSP)	BI-CCS
3. Allow Departure Order (ADO), Lifting Order (LO), if applicable	BI-Main Office, Intramuros, Manila
4. Emigration Clearance Certificate (ECC)-A, if applicable	ARD or Alien Control Officers (ACOs) of Subport Offices, BI
5. Payment of Re-Entry Permit (RP) or Special Return Certificate (SRC), and visa extension if applicable	ARD, Subport Offices, Cashiers at International Ports of Entry and Exit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and assess pertinent documents from the foreign national. 1.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	Payment for RP/SRC Php 2,880 (1 Year) Php 2 170 (6 months) Php 2,520 (1 Year extension) Php 2 020 (6 months extension)	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Asks questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>



<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer/ Cashier</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow exit of foreign national, affixes the departure stamp, and flight number</p> <p><i>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i></p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i></p> <p><i>Immigration Officer/DIS/ TCEU BCIU</i></p>
	<p>TOTAL</p>		<p>90 seconds</p>	



3.4. Departure Formalities for Philippine Passport / Travel Document Holders

All departing Philippine passports or Travel Document Holders shall undergo Immigration departure formalities to ensure compliance with existing laws, rules, and regulations.

Office or Division:	Jolo Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen – (G2C)
Who may avail:	Departing Philippine passports or Travel Document Holder

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Department of Foreign Affairs (DFA)
2. Boarding pass	Airline/Shipping Line
3. Filled out departure card	Airline/Shipping Line/BI
Additional requirements, if applicable	Concerned visa issuing authority
1. Valid Visa required by the country of destination	
2. Travel Declaration and Acceptance of Terms and Risk Form	Airline Counter/Immigration Departure Area
3. Travel and health insurance	Travel and health insurance company of the passenger
4. Confirmed round trip ticket for tourist	Airline/Travel Agency
5. Department of Social Welfare and Development (DSWD) Clearance for minors	Department of Social Welfare and Development (DSWD)
6. Pre-departure Orientation Seminar (PDOS) and CFO certificate for:	Commission on Filipino Overseas (CFO)
a. First time Immigrant visa holders (emigrants)	



b. Filipino Fiance/Spouse/Partner of Foreign National/Former Filipino Citizen/ Dual Citizen with Visa and CFO Guidance and Counseling Certificate	
c. Au Pair bound for Europe	
d. Students issued of J1 Visa bound for United States of America (USA)	
e. Others (please refer to CFO website at https://cfo.gov.ph)	
7. PDOS Certificate, valid work visa and contract for first time OFW	CFO,OWWA, Visa Issuing Authority and Employer
8. Overseas Employment Certificate (OEC) for Overseas Filipino Workers (OFW)	Philippine Overseas Employment Administration (POEA)
9. Travel Authority (TA) for government employees	Employer Government Institution
10. Seafarer's Identity Document (SID) and Seafarer's Record Book	Maritime Industry Authority (MARINA)
11. Certificate of Not the Same Person (NTSP) for those with the same name found in the BI Derogatory Record Database	BI-Main Office-CCS
12. Allow Departure Order (ADO) for passengers with active Hold Departure Orders (HDO) and Watch List Orders (WLO)	BI Main Office, Intramuros, Manila

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents.	1. Receive and assess pertinent documents. Checks the identity, validity of the documents presented pursuant to existing laws, rules and regulations.	None	15 seconds	<i>Immigration Officer</i>
2. Respond to questions asked by Immigration Officer	2. Check derogatory records/active alerts Ask questions for evaluation purposes	None	20 seconds	<i>Immigration Officer</i>



<p>3. Follow instructions and awaits the decision of Immigration Officer Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the Philippine passport/travel document holders, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>		<p>30 seconds</p>	<p><i>Immigration Officer</i> <i>Immigration Officer/ Duty Immigration Supervisor (DIS)/ Travel Control Enforcement Unit (TCEU)</i> <i>Anti-Fraud Section (AFS) personnel</i></p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow exit of Philippine passport/travel document holders, affixes the arrival stamp, and flight number. <i>In case the Philippine passport/travel document holders has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i></p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i> <i>Immigration Officer/DIS/ Border Control Intelligence Unit (BCIU) personnel</i></p>
TOTAL		<p>None</p>	<p>90 seconds</p>	



OZAMIZ IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. A Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Ozamiz Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	2. Applicant
3. Passport of the applicant (original)	3. Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4. Applicant
5. Birth Certificate if applicant is a child	5. Applicant



<i>Additional requirements per visa category:</i>				
6.Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable		6.Applicant		
7.BI Accreditation ID of the Travel Agent (1 photocopy)		7. Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i> TVS
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i> TVS

	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	1 working day	<p><i>Staff-in-charge</i> TVS</p>
	<p>2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>	None		<p><i>Assessors</i> TVS</p>
	<p>2.3 Draft the Order.</p>	None		<p><i>Staff-in-charge</i> TVS</p>
	<p>2.4 Review and sign Order for endorsement to the C, IRD</p>	None	1 hour	<p><i>Chief</i> TVS</p>



	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i> TVS
	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> IRD
	2.7 Transmit the Order to Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge</i> IRD
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge</i> OCOM
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i> TVS



3. Present the claim stub	3. Assess the fees.	None	10 minutes	Assessors TVS
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	Staff-in-charge TVS
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier Cash Section
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Visa Reviewing and Approving Officer TVS
	5.1 Enter the approval in the BI system.	None	5 minutes	TVS
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	Staff-in-charge TVS
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge TVS
TOTAL:		Total fees depend on number of months overstayed	8 days 12 hours and 10 minutes	



1. B. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Ozamiz Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1. BI Public Information Assistance Unit / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying	2. Applicant
3. Passport of the applicant (original)	3. Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4. Applicant
5. Birth Certificate if applicant is a child	5. Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	6. Applicant



<i>Additional requirements:</i> 7. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or 8. Photocopy of BI Accreditation ID of the Travel Agent		7.Applicant 8.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge TVS
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Staff-in-charge TVS
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	Staff-in-charge TVS



	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors TVS
	2.3 Draft the Order.	None		<i>Staff-in-charge</i> TVS
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	Chief TVS
	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i> TVS
	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> IRD
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge</i> TVS
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge</i> OCOM

	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	Staff-in-charge TVS
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	Staff-in-charge TVS
4. Proceed to window 5	4. Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	Staff ARD
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	Cashier Cash Section
6. Submit the OR.	6.1 Assess the Miscellaneous fees.	None	10 minutes	Assessors TVS
	6.2 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	Staff-in-charge TVS
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	Cashier Cash Section
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	Visa Reviewing and Approving Officer



	8.1 Enter the approval in the BI system	None	5 minutes	TVS
	8.2 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i> TVS
	8.3 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i> TVS
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt.	None	2 minutes	<i>Staff-in-charge</i> TVS
TOTAL:		<i>Total fees depend on number of months overstayed</i>	9 days 12 hrs and 20 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00



iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00

iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00

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8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



2. Tourist ACR I-Card Issuance and Renewal

Office or Division:	Ozamiz Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3). TRV (Temporary Resident Visa; (4) 13A Probationary; (5) 13A-Amendment to Permanent;(6) 13G; (7) 13C; (8) MCL-07- 021 Probationary; (9) MCL-07-021 Permanent; (10) Sec13-Quota; (11) SVEG; (12) 13B; and (13)13E		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1.Public Information Assistance Unit (PIAU)	
2.Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		2.Applicant	
3.Official receipt of payment for the applicable fees (1 photocopy)		3.Cashier	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1 Final review of ACR I- Card Application upon receipt of CGAF from Fingerprint Section.		2 minutes per application	Reviewer ARD-CGAF Unit



1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub at Windows 3 or 4)	1.1 Encode and prepare transmittal of reviewed CGAF to the Records Section.	None	1 minute per Application	Staff/Job Order ARD-CGAF Unit
	1.3 Verify, Approve, and Sort ACR I-Card application based on the approved BOC agenda.		3 days upon receipt of Approved BOC Order	Chief ARD
	1.4 Print the ACR I-Card.		5 minutes	Staff Window 43 (Data Trail)
	1.5 Release the ACR I-Card.		5 minutes	Staff Alien Registration Division (ARD) Windows 3 or 4
	TOTAL	None	3 days and 13 minutes	

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Ozamiz Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	1.Applicant
2. Original Passport	2.Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to window or officer in charge..	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Officer or Staff in charge
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for	10 minutes per applicant	Cashier

		failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended		
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	

4. Boarding Formalities

4.1 Arrival Formalities

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration on laws, rules and regulation.

Office or Division:	Ozamiz Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Arriving foreign nationals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid passport/ travel document		1. Concerned issuing authority	
2. Valid Seaman's Book		2. Concerned issuing authority	

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Additional Requirements (If applicable)	
3. Valid visaed crew list (9c) for foreign crew	3.Philippine Foreign Service Post
4. Notice of Arrival (48 Hrs. before the arrival of the vessel)	4.Shipping line
5. Arrival Crew list	5.Shipping line
6. Voyage Memo	6.Shipping line
7. Ships Particular	7.Shipping Line
8. NIL list	8.Shipping line
9. Letter of explanation (if no visaed crew list)	9.Master of the Vessel

10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	10.BI- Main Office, Certification and Clearance Section(CCS)
Additional Requirements for Cruise Ship:	
1. Passenger Manifest	1.Shipping Line
2. Manifest of Disembarking passengers	2.Shipping Line
3.Manifest of embarking passengers	3.Shipping Line
4. List of Signing off crew members	4.Shipping Line
5. List of signing on crew members	5.Shipping Line
6. Shore Pass	6.Immigration Boarding Officer
7. Departure cards (Filipino passengers/crew) - Cruise Ship	7.Immigration Boarding Officer
8. Arrival cards (Foreign passenger/crew) - Cruise Ship	8.Immigration Boarding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NOA (Notice of Arrival), with crew list, NIL list Ships particular and voyage memo 48 hrs. before the arrival vessel	1. Receive and assess pertinent documents from the foreign vessel. 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations. 1.2 Check derogatory records/active alerts	None	1 - 2 minutes/pax	<i>Immigration Officer</i>

<p>2. Submit visa crew list</p>	<p>Assessment of fees and Pay to cashier</p>	<p>100.00/crew visa crew list 10.00/crew LRF 500/express lane fee/ vessel If with fine 100.00 /crew admin. fine 10.00/crew LRF 500.00/expres s lane fee/vessel 500.00/crew fine</p>	<p>5 to 10 minutes</p>	<p><i>Assessor and Cashier</i></p>
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<p>The master presented all the necessary documents of the vessel such as:</p> <ol style="list-style-type: none"> a. NOA b. Ships particular c. NIL List d. Voyage Memo e. Crew list f. Passport g. Seaman's book h. Departure Clearance (from local port) 	<ol style="list-style-type: none"> 1. Conducting boarding formalities <ol style="list-style-type: none"> a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. c. Ask the master if there are any signing-in and signing-off and other relevant matters. d. Check the cabins and other rooms if there are stowaways e. Conclusion of boarding formalities. 	<p>None</p>	<p>1 hour and 30 minutes</p>	<p>Immigration Boarding Officer and Boarding Assistant</p>
<p>The master advised the Immigration through the agent that a crew needs medical attention.</p>	<ol style="list-style-type: none"> 1. Issuance of shore pass and monitoring of the vessel during her entire stay in the port. 	<p>None</p>	<p>continuing</p>	<p>Immigration Boarding Officer and Boarding Assistant</p>
<p>The master advised Immigration through the agent the departure of the vessel</p>	<ol style="list-style-type: none"> 1. Issuance of departure clearance to the master of the vessel 2. Ask the master if there are changes of the crews manifest due to signing-in and signing-off. 	<p>None</p>	<p>10 minutes</p>	<p>Immigration Boarding Officer and Boarding Assistant</p>
	<p>TOTAL</p>	<p>None</p>		

4.2. Immigration Port Clearance



Office or Division:	Ozamiz Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Departing Foreign vessel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid passport/ Seaman's book		1.Shipping Line
2. Embarking crew list		2.Shipping Line
3. Departing crew list		3.Shipping Line
4. Embarking Passenger Manifest (Cruise Ship)		4.Shipping Line
5. Departing Passenger Manifest (Cruise Ship)		5.Shipping Line
6. Voyage Memo for Next port		6.Shipping Line
7. Immigration Port Clearance		7.BI Immigration Officer
8. NIL list		8.Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1.Shipping agent will submit all the required documents to Immigration Boarding Officer before the departure of the foreign vessel	2.Boarding officer will issue Immigration port clearance after completion of voyage itinerary and inspection	None	2 minutes	Immigration Boarding Officer
	TOTAL:		2 minutes	

4.3. Departure Formalities

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Ozamiz City Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Departing Foreign vessels

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ seaman's book	1.Concerned issuing authority
2. Embarking crew list	2.Shipping Line
3. Departure crew list	3.Shipping Line
4. Embarking passenger manifest (Cruise Ship)	4.Shipping Line



5. Departing Passenger Manifest (Cruise Ship)	5.Shipping Line
6. Voyage Memo for next port	6.Shipping Line

5. Alien Registration Program (ARP)

Office or Division:	Ozamiz Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	All foreigners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.ARP Form (BI form 2014-08-019 rev 0)		1.Ozamiz Field Immigration Office		
2.2x2 Colored Picture		2.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the completely filled-out application form.	1.Receive and review the form then register it to the system	None	5 to 10 minutes	Staff-in-charge
2.Claim the stub	2.Release the stub indicating the date of release	None	2 minutes	Staff-in-charge

6. Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules



and regulation.

Office or Division:	Ozamiz Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Arriving foreign nationals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	1.Concerned issuing authority
2. Completely filled out e-travel pass	2. https://etravel.gov.ph
Additional Requirements (If applicable)	3.Philippine Foreign Service Post, BI
3. Valid visa (Tourist Entry Visa/Immigrants/Non-Immigrant/Special Non-Immigrant Visa)	
4. Return/ Onward ticket (Tourist)	4.Airline/Shipping line
5. Valid ACR I-Card (Non-immigrants/ Immigrants/Special visa holders)	5.Alien Registration Division (ARD)-BI
6. Re-entry Permit (RP) for immigrants and valid Special Return Certificate (SRC) for non-immigrants	6.ARD, Designated Cashiers- BI Main Office, Subport Offices, or International Ports of Entry and Exit
7. Special Retirees Resident Visa (SRRV) Identification Card (ID)	7.Philippine Retirement Authority (PRA)
8. Special Investor's Resident Visa (SIRV) ID	8.Board of Investment (BOI)

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9. Travel Authority/ Mission Order and Identification Card of Military Personnel under PH-US Balikatan	9.United States of America (USA) Government
10. Proof of accommodation/hotel booking	10.Hotel/Accommodation Facility
11. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with parents)	11.BI-International Ports of Entry
12. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	12.BI- Main Office, Certification and Clearance Section (CCS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Present passport/travel document and all other required documents</p>	<p>1. Receive and assess pertinent documents from the foreign national.</p> <p>1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.</p>	<p>Payment for RP/SRC</p> <p>Php 2,880 (1 Year)</p> <p>Php 2,170 (6 months)</p> <p>Php 1920 (Student)</p> <p>Php 3120 (WEG)</p>	<p>15 seconds</p>	<p><i>Immigration Officer</i></p>
<p>2. Respond to questions asked by Immigration Officer</p>	<p>2.1 Check derogatory records/active alerts</p> <p>2.2 Ask questions for evaluation purposes</p>	<p>None</p>	<p>10 seconds</p> <p>10 seconds</p>	<p><i>Immigration Officer</i></p>



<p>3. Follow instructions and awaits the decision of Immigration Officer</p> <p>3.1 Respond to questions asked by IO/DIS/TCEU and presents supporting documents, if applicable</p>	<p>3. Capture photo and fingerprint</p> <p>*Refers to secondary inspection if a discrepancy is detected (e.g. derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel)</p> <p>*Refers to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>25 seconds</p>	<p><i>Immigration Officer</i></p> <p><i>Immigration Officer/</i></p> <p><i>Duty Immigration Supervisor (DIS)/</i></p> <p>Travel Control Enforcement Unit (TCEU)</p> <p>Anti-Fraud Section (AFS)</p>
<p>4. Await the release of passport/ travel document</p>	<p>4. Allow entry of foreign nationals, affixes the arrival stamp, flight number, admission status and validity of stay.</p> <p><i>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i></p>	<p>None</p>	<p>30 seconds</p>	<p><i>Immigration Officer</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>90 seconds</p>	

7. Visa Crew List Fee

All arriving foreign crew onboard vessels coming into the country shall be properly visaed.

Office or Division:	Ozamiz Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All arriving foreign crew not possessing 9c visa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>				
1. Two (2) copies of letter request address to the Commissioner from the Locally appointed Shipping Company/ Local Manning Agency Representative;		1.Applicant		
2. One (1) Letter of explanation stating the reason(s) for the failure to secure Visaed Crew List;		2.Master of vessel		
3. One (1) Photocopy of Arriving Crew List		3.Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit all documentary requirements	1. Receive and assess pertinent documents.	None	3 minutes	<i>Officer-in-Charge/ Evaluation Officer</i>
	1.1. Assess Visa Crew list fee and issue OPS	None	5 minutes	<i>Assessor</i>
2. Pay corresponding fees and receive Official Receipt	2. Collect payment and issue Official Receipt	Visa Fee: 100 / crew LRF: 10 / crew Admin Fine: 500 / crew Express Lane Fee: 500	3 minutes	<i>Cashier</i>
	TOTAL	Fees dependent on number of crew	11 minutes	



PAGADIAN IMMIGRATION FIELD OFFICE EXTERNAL SERVICES



1. Alien Registration Program

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual Special Security Registration Number (SSRN). The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreigners with admissions under: Sec. 9(a), E.O. 408, LOI and Balikbayan privilege.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished BI Form 2014-08-019 Rev 0 for Alien Registration Program (ARP)	Pagadian Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
2. Photocopy of passport bio-page	Applicant
3. 1piece 2x2 size photo of applicant	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Lobby.	1. Give the logbook to the client.	None		
2. Applicant submits the accomplished ARP form and other documentary requirement	2. Receive and verify if the applicant has a record in the ARP database. If none, proceed with the registration.	None	1 Minute	<i>Mohammad-Minamer N. Mahdali / Administrative Assistant I</i>
	Check and review the form if accomplished legibly	None	1 Minute	<i>Mohammar M. Macawadib/Immigration Officer I</i>
	Encode the information to the ARP system	None	3 Minutes	<i>Stephen James C. Duran / Administrative Assistant I</i>
	Perform photo capturing and fingerprinting of the applicant.	None	3 Minutes	<i>Stephen James C. Duran / Administrative Assistant I</i>
TOTAL	None	8 Minutes		



2. Amendment/Correction of Admission (for Temporary Visitor's Visa only and upon approval of Immigration Regulation Division)

Any foreign Nationals with incorrect admission stamps on their passports.

Office or Division:	Pagadian Immigration Field Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with incorrect admission
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	Applicant
2. Valid original passport	Applicant
3. Present: 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	Applicant
4. Indorsement signed by AACO	BI Pagadian Field Office
5. Checklist	BI Pagadian Field Office or which can be accessed at www.immigration.gov.ph
6. Letter Request	Applicant
7. Copy of Stamp	Applicant
8. CQSS of Arrival	BI Pagadian Field Office

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Lobby.	1. Give the logbook to the client.	None		
Sign the application form and submit together with requirements	Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
Receive the claim stub.	Issue the claim stub to applicant indicating the date of release.	None	30 Seconds	<i>Mohammar M. Macawadib/Immigration Officer I</i>
	<i>For Subport: Transmit application to IRD Main Office</i>	Courier Fees	2 Days*	<i>Stephen James C. Duran / Administrative Assistant I</i>
	1. Check the Derogatory records.	None	10 Minutes	<i>Aleli C. Malli / Administrative Aide IV</i>
	2. Review and approve the application	None	10 Minutes	<i>IRD Personnel Chief, IRD</i>
	3. Implement the amendment on passport	None	5 Minutes	<i>Stephen James C. Duran / Administrative Assistant I</i>
	<i>For Subport: Forward passport with implementation to Authorized Subport for release</i>	Courier Fees	2 days*	<i>IRD Personnel</i>
Await the notification on the approval of the application.	Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	<i>Stephen James C. Duran / Administrative Assistant I</i>
Present the Claim Stub and Receive the passport	Secure the claim stub and release the passport.	None	1 Minute	<i>Stephen James C. Duran / Administrative Assistant I</i>



TOTAL if application is filed thru Subport Offices	Courier Fees	4 days, 1 hour, 6 Minutes*	
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies. *Subject to courier delivery lead time.

3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens and ACR I-Card holders except Temporary Visitor’s Visa holders or Tourist Visa holders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card or ACR Paper-based	Applicant
2. Original Valid Passport	Applicant
3. Annual Report Online Filing System link at https://eservices.immigration.gov.ph	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Lobby.	1. Give the logbook to the client.	None		
2. Present the reference number of online to your preferred participating BI Office and submit the checklist of requirements.	2.1. Enter the reference number at the Annual Report System;	None	10 Minutes	<i>Aleli C. Malli / Administrative Aide IV</i> <i>Mohammar M. Macawadib / Immigration Officer I</i>
	2.2. Perform Photo capturing to the client;			
	2.3. Asses the fees and issue Order of Payment Slip.			
3. Submit the OPS to the cashier for payment.	3. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10	3 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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		Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended		
Sign the Record of Alien's Annual Report Form	4. Fill out and sign the Record of Alien's Annual Report and release the ACR I-card; Valid Passport; and OR to the client.	None	2 Minutes	<i>Aleli C. Malli / Administrative Aide IV</i>
TOTAL:	P 310 (if no violation of Sec. 10)	15 Minutes		



4. Boarding Formalities

4.1. Arrival Formalities

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules, and regulation.

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)
Who may avail:	Arriving foreign nationals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ travel document	Concerned issuing authority
2. Valid Seaman's Book	Concerned issuing authority
Additional Requirements (If applicable) 3. Valid visaed crew list (9c) for foreign crew	Philippine Foreign Service Post
4. Notice of Arrival (48 Hrs. before the arrival of the vessel)	Shipping line
5. Arrival Crew list	Shipping line
6. Voyage Memo	Shipping line
7. Ships Particular	Shipping Line
8. NIL list	Shipping line
9. Letter of explanation (if no visaed crew list)	Master of the Vessel
10. Certificate of Not the Same Person (NTSP) for those with the same name found in the Bureau of Immigration Derogatory Database.	BI- Main Office, Certification and Clearance Section (CCS)

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Additional Requirements for Cruise Ship:	
1. Passenger Manifest	Shipping Line
2. Manifest of Disembarking passengers	Shipping Line
3. Manifest of embarking passengers	Shipping Line
4. List of Signing off crew members	Shipping Line
5. List of signing on crew members	Shipping Line
6. Shore Pass	AACO Sittie Nawirah T. Benito - PFO
7. Departure cards (Filipino passengers/crew) - Cruise Ship	AACO Sittie Nawirah T. Benito - PFO
8. Arrival cards (Foreign passenger/crew) - Cruise Ship	AACO Sittie Nawirah T. Benito - PFO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Lobby.	1. Give the logbook to the client.	None		
2. Submit NOA (Notice of Arrival), with crew list, NIL list, Ships particular and voyage memo 48 hrs. before the arrival vessel.	2.1. Receive and assess pertinent documents from the foreign vessel. 2.2. Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations. 2.3. Check derogatory records/active alerts	None	1 - 2 Minutes/pax	AACO Sittie Nawirah T. Benito - PFO

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<p>3. Submit visa crew list</p>	<p>3. Assessment of fees and pay to Cashier.</p>	<p>100.00/crew visa crew list 10.00/crew LRF 500/express lane fee/ vessel</p> <p>If with fine 100.00 /crew admin. fine 10.00/crew LRF 500.00/express lane fee/vessel 500.00/crew fine</p>	<p>5 to 10 Minutes</p>	<p><i>Mohammar M. Macawadib / Immigration Officer I</i></p>
<p>4. The master presented all the necessary documents of the vessel such as:</p> <ul style="list-style-type: none"> a. NOA b. Ships particular <ul style="list-style-type: none"> . NIL List . Voyage Memo . Crew list . Passport . Seaman's book . Departure Clearance (from local port) 	<p>4. Conducting boarding formalities.</p> <ul style="list-style-type: none"> a. Inspecting thoroughly all the presented documents; b. All crews are in queue for individual identification. <ul style="list-style-type: none"> . Ask the master if there are any signing-in and signing-off and other relevant matters. . Check the cabins and other rooms if there are stowaways <p>Conclusion of boarding formalities.</p>	<p>None</p>	<p>1 Hour and 30 Minutes</p>	<p><i>AACO Sittie Nawirah T. Benito - PFO</i></p>

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5. The master advised the Immigration through the agent that a crew needs medical attention.	5. Issuance of shore pass and monitoring of the vessel during her entire stay in the port.	None	continuing	<i>AACO Sittie Nawirah T. Benito - PFO</i>
6. The master advised Immigration through the agent the departure of the vessel	6. Issuance of departure clearance to the master of the vessel. Ask the master if there are changes of the crews manifest due to signing-in and signing-off.	None	10 Minutes	<i>AACO Sittie Nawirah T. Benito - PFO</i>
	TOTAL	None		



4.2. Immigration Port Clearance

Office or Division:	Pagadian Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government to Business - (G2B)		
Who may avail:	Departing Foreign vessel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid passport/ Seaman's book			Shipping Line
2. Embarking crew list			Shipping Line
3. Departing crew list			Shipping Line
4. Embarking Passenger Manifest (Cruise Ship)			Shipping Line
5. Departing Passenger Manifest (Cruise Ship)			Shipping Line
6. Voyage Memo for Next port			Shipping Line
7. Immigration Port Clearance			BI Immigration Officer
8. NIL list			Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Shipping agent will submit all the required documents to Immigration Boarding Officer before the departure of the foreign vessel	Boarding officer will issue Immigration port clearance after completion of voyage itinerary and inspection	None	10 Minutes	
	TOTAL:		10 Minutes	



4.3. Departure Formalities

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens – (G2C) / Government to Business (G2B)
Who may avail:	Departing Foreign vessels
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/ seaman's book	Concerned issuing authority
2. Embarking crew list	Shipping Line
3. Departure crew list	Shipping Line
4. Embarking passenger manifest (Cruise Ship)	Shipping Line
5. Departing Passenger Manifest (Cruise Ship)	Shipping Line
6. Voyage Memo for next port	Shipping Line

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Lobby.	1. Give the logbook to the client.	None		

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<p>2. Present passport/travel document and all other required documents</p>	<p>2. Receive and assess pertinent documents from the foreign national. 2.1. Check the identity, validity of the documents presented pursuant to existing laws, rules and regulations.</p>	<p>Payment for RP/SRC Php 2,880 (1 Year) Php 2 170 (6 months) Php 2,520 (1 Year extension) Php 2 020 (6 months extension)</p>	<p>15 seconds</p>	<p><i>AACO Sittie Nawirah T. Benito - PFO</i></p>
<p>3. Respond to questions asked by Immigration Officer</p>	<p>3. Check derogatory records/active alerts Asks questions for evaluation purposes</p>	<p>None</p>	<p>20 seconds</p>	<p><i>AACO Sittie Nawirah T. Benito - PFO</i></p>
<p>4. Follow instructions and awaits the decision of Immigration Officer respond to questions asked by IO and presents supporting documents, if applicable</p>	<p>4. Capture photo and fingerprint *Refer to secondary inspection if a discrepancy is detected (e.g., derogatory record match, issue on the identity of the foreign national, incomplete or inappropriate immigration documents, purpose of travel) *Refer to travel document verification, if the genuineness of passport/travel document and other immigration supporting documents is doubtful.</p>	<p>None</p>	<p>30 seconds</p>	<p><i>Mohammar M. Macawadib / Immigration Officer I</i></p>

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5. Await the release of passport/ travel document	5. Allow exit of foreign national, affixes the departure stamp, and flight number <i>In case the foreign national has an active derogatory record, they shall be subjected to secondary inspection for proper disposition.</i>	None	25 seconds	AACO Sittie Nawirah T. Benito - PFO
	TOTAL		seconds	



5. Extension of Authorized Stay of Temporary Visitors
5.1. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors/tourists may apply for an extension of their authorized stay in the Philippines.

Office or Division:	Pagadian Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1. Initial extension of 7 days. 2. Second extension of 38 days visa waiver. 3. Monthly or every 2 months extension thereafter. 4. For a 6 months extension, <i>see item L.</i>
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC 12510; 14 Days	1. Initial extension of 7 days. 2. Second extension of 38 days visa waiver. 3. Monthly or every 2 months extension thereafter. 4. For a 6 months extension, <i>see item L.</i>
	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days

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	G. Executive Order No. 408 (EO408); 30 Days	1. Initial extension of 29 days visa waiver 2. Extendible monthly or every 2 months thereafter. 3. For a 6 months extension, <i>see item L.</i>
	H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly, 2 months or 6 months. (For a 6 months extension, <i>see item L.</i>)
	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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 days. 2. Extendible monthly or every 2 months thereafter. 3. For a 6 months extension, <i>see item L.</i>
	K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days	1) Extendible monthly or every 2 months 2) For a 6 months extension, <i>see item L.</i>
	L. Long-Stay Visitor Visa Extension (LSVVE)	All temporary visitors, regardless of nationality and not otherwise disqualified, who wish to extend his/her tourist visa during the last thirty (30) days of the previously issued LSVVE, or upon the expiry of a regular visa extension. The total duration of extension shall be not more than six (6) months from the time of expiration of authorized stay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	Pagadian Immigration Field Office or which can be accessed at BI website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant

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Additional requirements: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and other supporting documents.	1.1. Review the completeness of application	None	3 Minutes	<i>Mohammad-Minamer N. Mahdali / Administrative Assistant I</i>
	1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to process extension at Bureau of Immigration Main Office, Manila	None	5 Minutes	<i>Aleli C. Malli Administrative Aide IV</i>
	1.3. Verify the travel record (latest arrival details, admission status, etc.).	None		
	1.4. Issue the Order of Payslip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.	None		
	2. Present the OPS to the Immigration Officer payment	2. Issue the Official Receipt (OR)	<i>See schedule of fees</i>	2 Minutes

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3. Submit the OR	3.1. Approval of visa extension	None	5 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
	3.2. Implementation of visa extension	None		
	3.3. Notify the applicant by calling their name. For regular lane processed applications, client is given a claim stub.	None		
4. Signing of Certification and Approval Certificate	4. Validate the BI Clearance Certificate	None		<i>AACO Sittie Nawirah T. Benito - PFO</i>
5. Applicant Receive the passport, BI Clearance Certificate and Official Receipt.	5. Release passport, BI Clearance Certificate and Official Receipt	None		<i>Stephen James C. Duran / Administrative Assistant I</i>
TOTAL if processed under Express Lane		Total fees depend on visa category and approved extension duration	15 Minutes when personally transacted by the applicant.	
TOTAL if processed under Regular Lane			3 working days.	



5.2. Extension of Authorized Stay - Visa Waiver

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Non-visa required tourists admitted under Executive Order No. 408 for thirty (30) days, visa-free, and are requesting for an initial extension of twenty-nine (29) days.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	Pagadian Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
2. Original Valid Passport	Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)	Applicant
Additional requirements: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport, and	1.1. Review the completeness of application	None	3 Minutes	<i>Mohammad-Minamer N. Mahdali / Administrative Assistant I</i>

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<p>other supporting documents.</p>	<p>1.2 Check the derogatory record. <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to process extension at Bureau of Immigration Main Office, Manila</p> <p>1.3 Verify the travel record (latest arrival details, admission status, etc.).</p> <p>1.4 Issue the Order of Payment Slip with conformity disclosure (OPS) and require the applicant to affix his name and signature thereon.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Aleli C. Malli / Administrative Aide IV</i></p> <p><i>Mohammar M. Macawadib / Immigration Officer I</i></p>
<p>2. Present the OPS to the Cashier for the payment</p>	<p>2. Issue the Official Receipt (OR).</p>	<p>Express Lane: Php 3,030 w/ valid visa Php 4,140 w/ expire visa</p> <p>Regular Lane: Php 2,130 w/ valid visa</p>	<p>2 Minutes</p>	<p><i>Mohammar M. Macawadib / Immigration Officer I</i></p>
<p>3. Submit the OR.</p>	<p>3.1 Approval of visa extension</p> <p>3.2 Implementation of visa extension</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Mohammar M. Macawadib / Immigration Officer I</i></p>

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	3.2 Notify the applicant by calling their name. For regular lane processed applications, the client is given a claim stub.			
4. Signing of Certification and Approval Certificate	4. Validate the BI Clearance			AACO – PAGADIAN FIELD OFFICE (AUTHORIZED SIGNATORIES)
5. Applicant Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt			<i>Mohammad-Minamer N. Mahdali / Administrative Assistant I</i>
TOTAL if processed under Express Lane		Php 3,130 w/ <i>valid visa</i> Php 4,140 w/ <i>expired visa</i>	15 Minutes when personally transacted by applicant.	
TOTAL if processed under Regular Lane		Php 2,130 w/ valid visa	3 working days.	

5.3. Extension of Authorized Stay - after 59 days

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction

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Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals whose stay will exceed fifty-nine (59) days or who are admitted under Sec. 9(a) and those who have been granted visa waivers.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	Pagadian Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
2. Original Valid Passport	Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)	Applicant
4. Valid Tourist ACR I-card (If available)	Applicant
<i>Additional requirements (for representative):</i> 1. Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; as applicable	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the CGAF and submit it to the receiving counter.	1. Receive and review of Application upon receipt of CGAF from the client.	None	2 Minutes per application	<i>Stephen James C. Duran / Administrative Assistant I</i>
	1.1. Transmittal of the reviewed CGAF to the Assessor.	None		-do-
	1.2. Assessment of fees	None	5 Minutes per application	<i>Mohammar M. Macawadib / Immigration Officer I</i>
	1.3. Receive payment and issuance of OR	Varies depending on the number of months applied for by the client.	5 Minutes per application	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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	1.4. Visa Implementation and approval.		5 Minutes per application	AACO - PAGADIAN FIELD OFFICE (AUTHORIZED SIGNATORIES)
2. Present the OPS to the Cashier for payment.	2. Visa Sticker Printing		2 Minutes per application	Stephen James C. Duran / Administrative Assistant I
3. Receive the approved Tourist Visa Extension	3. Release of the approved Tourist Visa Extension	None	2 Minutes per applicant	Stephen James C. Duran / Administrative Assistant I
	TOTAL Express		21 Minutes	
	Regular		3 days & 21 Minutes	



6. Motion for Reconsideration for Tourist Visa Extension

6.1. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Pagadian Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements:	Pagadian Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev 01)	
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements per visa category:</i>	
1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or	
2. BI Accreditation ID of the Travel Agent (1 photocopy)	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Mohammar M. Macawadib / Immigration Officer I
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 Minutes	Mohammar M. Macawadib / Immigration Officer I
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate	None	1 working day	Aleli C. Malli / Administrative Aide IV
	<i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Mohammar M. Macawadib / Immigration Officer I
	2.3 Draft and sign Order for endorsement to the Chief, IRD	None	1 Hour	AACO-Pagadian Field Office
	2.4 Transmit the Order to the Immigration Regulation Division (IRD)	None		AACO-Pagadian Field Office
	2.5 Review and sign the Order	None	5 working days	Chief IRD
	2.6 Transmit the Order to Office of the Commissioner	None	5 Minutes	Staff-in-charge IRD
2.7 Approval / Disapproval of the Commissioner		None	5 working days	Commissioner

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	2.8 Transmit the Approved/Disapproved Order for implementation	None	5 Minutes	Staff-in-charge OCOM
	2.9 Notify the applicant via email or contact number provided.	None	5 Minutes	Staff-in-charge
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	10 Minutes	Mohammar M. Macawadib / Immigration Officer I
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Mohammar M. Macawadib / Immigration Officer I
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	AACO-Pagadian Field Office
	5.1 Enter the approval in the BI system.	None	5 Minutes	Stephen James C. Duran / Administrative Assistant I
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Stephen James C. Duran / Administrative Assistant I
TOTAL:		Total fees depend on number of months overstayed	11 days 1 Hour and 59 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies **Schedule of Fees:**

6.2. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period



Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa-required nationals) or 24 months (for visa-required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Pagadian Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are the following: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004 Rev 01) with 2x2 picture and signature of client and/or representative (Please ensure that there is a RECEIVED stamp on the upper right part of the form)	Pagadian Immigration Field Office or <i>which can be accessed at</i> www.immigration.gov.ph
2. Notarized letter of explanation for overstaying	Applicant
3. Passport of the applicant (original)	Applicant
4. 1 photocopy of each of the following: Bio page of the passport, entry visa, latest arrival stamp, latest Official Receipt of visa extension, arrival visa extension (visa required)	Applicant
5. Birth Certificate if applicant is a child	Applicant
6. Marriage Certificate if the applicant is married to a Filipino.	Applicant
7. Prepared and signed ORDER	BI Pagadian Field Office
8. Endorsement to Chief, IRD	BI Pagadian Field Office
9. Print out of CQSS (Latest arrival)	BI Pagadian Field Office
10. Certificate of No Derogatory Record	BI Pagadian Field Office

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11. ISO-certified URS	BI Pagadian Field Office
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative; or	Applicant
2. Photocopy of BI Accreditation ID of the Travel Agent	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Mohammar M. Macawadib / Immigration Officer I
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 Minutes	Mohammar M. Macawadib / Immigration Officer I
	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	Aleli C. Malli / Administrative Aide IV
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Aleli C. Malli / Administrative Aide IV

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	2.3 Draft and sign Order for endorsement to the Chief, IRD	None	2 hours	<i>Mohammar M. Macawadib / Immigration Officer I</i>
	2.4 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Mohammar M. Macawadib / Immigration Officer I</i>
	2.5 Review and sign the Order	None	5 working days	<i>Chief IRD</i>
	2.6 Transmit the Order to Office of the Commissioner	None		<i>Staff-in-charge TVS</i>
	2.7 Approval / Disapproval of the Commissioner	None	7 working days	<i>Commissioner</i>
	2.8 Transmit the Approved/Disapproved Order to Subport for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>
	2.9 Notify the applicant via email or contact number provided.	None	5 Minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
4. Present the OPS to the Cashier for payment	4. Collect payment and Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
5. Submit the OR	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
	5.1 Enter the approval in the BI system.	None	5 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 Minutes	Officer-in-Charge/ Job Order
TOTAL:		Total fees depend on number of months overstayed	17 days 2 hours and 49 Minutes	

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
Visa Waiver for foreign nationals admitted under EO 408	2,130.00
2. One (1) Month Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
i. Minor	2,150.00
ii. 14-15 years of age	3,150.00
iii. 16 years above	3,400.00
3. Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00

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ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
4. Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
i. Minor	1,640.00
ii. 14-15 years of age	2,640.00
iii. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
45141632. Visa Waiver for foreign nationals admitted under EO 408 One (1) Month Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	3,130.00
i. Minor	3,150.00
ii. 14-15 years of age	4,150.00
iii. 16 years above	4,400.00
85579648. Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	

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a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
85578960. Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
i. Minor	2,140.00
ii. 14-15 years of age	3,140.00
iii. 16 years above	3,390.00



7. Special Study Permit

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. *Receiving of documents only. Processing and approval at BI Main Office / Student Visa Office

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B) / Government to Citizen (G2C)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant/client & petitioning school
Duly 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;	BI Website www.immigration.gov.ph/ BI Pagadian Field Office
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school

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Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate.	BI Pagadian Field Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Mohammar M. Macawadib / Immigration Officer I</i> <i>Mohammar M. Macawadib / Immigration Officer I</i>
	2.1 Issue the Order of Payment Slip (OPS)	None	10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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3. Present the OPS to the Immigration Office for payment.	3. Issue the Official Receipt and claim stub.	<p>EXPRESS: Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	10 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
4. Submit the claim stub	4. Release of passport and copy of permit to applicant		5 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
TOTAL:	Express	Php 4,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	



8. Special Work Permit (SWP)

The Special Work Permit (SWP) is issued to a foreign national who intends to work, engage in specific activities, or render services outside of an employment arrangement.

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction / Complex Transaction
Type of Transaction:	Government to Business (G2B)



Who may avail:	<p>-A foreign national who shall engage in gainful employment for three to six months.</p> <p>-All foreign nationals, who are:</p> <ol style="list-style-type: none"> 1. At least 25 years old at the time of the filing of the application. 2. Possessed Educational Attainment. 3. At least 2 years of relevant work experience or training related to the proposed position, nature, and primary purpose of the company's business; and 4. Intend to work, engage in specific activities, or render services outside of an employment arrangement such as: <ol style="list-style-type: none"> a. Professional athletes, coaches, trainers and assistants; b. International performers with exceptional abilities. <ul style="list-style-type: none"> . Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; . Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; . Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; . Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; . Foreign journalists practicing their profession or covering a specific event in the country; . Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; i. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); j. Religious missionaries and preachers; k. Commercial models and talents; l. Culinary specialists/Chefs; m. Professionals; and n. Consultants or specialists.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request addressed to the Commissioner from the petitioning company	Applicant/client & petitioning company

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Duly accomplished CGAF (BI Form CGAF-002-Rev 3).	BI Website www.immigration.gov.ph / BI Pagadian Field Office
Photocopy of Passport Bio-page and latest admission with valid authorized stay.	Applicant
For Corporations or Partnerships, photocopies of the following: <ul style="list-style-type: none"> . Securities and Exchange Commission (SEC) Certificate of Registration; b. Articles of Incorporation; c. General Information Sheet (GIS) for the current year stamped received by the SEC; and d. Valid Mayor's Permit 	Company
For Single Proprietorships, photocopies of the following: <ul style="list-style-type: none"> . Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and a. Mayor's Permit; 	Company/Applicant
Contract of Service, 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;	Company/Applicant
Board Resolution, if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and the latest GIS;	Company/Applicant
Photocopy of petitioner's latest Income Tax Return (ITR) 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 created company, 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 copy of ITR with proof of filing.	Company/Applicant
A sworn declaration of the petitioning company operating in the Philippines:	Company/Applicant

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Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;	Applicant
Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's-initial or final SWP and all documents submitted are genuine;	Company
Special Temporary Permit issued by the professional Regulation Commission, when warranted (position/professions classified as regulated profession by the PRC), and	Applicant
For Consultant or Specialist Position: Certified True Copy of Diploma of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and	Company/Applicant
For Consultant or Specialist Position: Certificate of Training, Course Completion or Resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.	Company/Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Presents the original passport and other required documents for the permit application, securely fastened in a legal size (8½ x 14 in.) folder, to Officer-in-charge evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the permit application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	1-2 days (Express) 5 days (Regular)	<i>Evaluation Officer</i>
2.1. Presents the original passport and duly evaluated application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 2.4. Secures Order of Payment Slip (OPS)	2.1. Receives the passport and duly evaluated permit application 2.2. Scans the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 2.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 2.4. Issues the Order of Payment Slip (OPS)	None	15 Minutes per application	<i>Mohammar M. Macawadib / Immigration Officer I</i> <i>Aleli C. Malli / Administrative Aide IV</i> <i>Mohammar M. Macawadib / Immigration Officer I</i>
3.1. Submits the Order of Payment Slip (OPS) 3.2. Pays the required fees 3.3. Secures official receipt	3.1. Receives the Order of Payment Slip (OPS) 3.2. Accept the payment based on the OPS 3.3. Issues the official receipt	Express: P6,440 Regular: P5,440	10 Minutes per application	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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4.1. Submits the duly evaluated permit application with properly attached BICC and official receipt to the Officer-in-charge.	4.1. Receives the duly evaluated permit application with the attached BICC and official receipt 4.2 Issues the claim stub	None	3 Minutes	<i>Stephen James C. Duran / Administrative Assistant I</i>
None	5. Evaluate the full compliance with the documentary and procedural requirements, verify the authenticity of submitted documents with BI offices and other government agencies 5.1. Prepare and enter the details in the VAIS to generate a SWP Order. 5.2. Print the Order 5.3. Officer-in-Charge signs the SWP Order 5.4. Alien Control Officer signs the SWP Order 5.5. Record the application and inform the applicant	None	15 Minutes	<i>AACO-Pagadian Field Office</i> <i>Stephen James C. Duran / Administrative Assistant I</i> <i>AACO-Pagadian Field Office</i> <i>Stephen James C. Duran / Administrative Assistant I</i>
6. Submits the original passport	6. Receives the original passport 6.1. Releases the passport and original SWP Order	None	2 Minutes	<i>Officer-in-charge/ Job Order</i>
TOTAL		Express Php 6,440.00	2 days and 45 Minutes	



	Regular Php 5,440.00	5 days and 45 Minutes	
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9. Tourist ACR I-Card Issuance and Renewal

An ACR I-Card is a microchip-based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. It also has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

*For Tourists only, consolidated with their application for an Extension of Tourist Visa whose stay exceeded fifty-nine (59) days in the Philippines

Office or Division:	Pagadian Immigration Field Office
Classification:	Highly Technical Transaction
Type of Transaction:	ACR I-Card Issuance / Renewal
Who may avail:	All foreign nationals who are visa holders of Temporary Visitor's Visa or Tourist Visa who have stayed for more than fifty-nine (59) days in the Philippines.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The list of requirements is the following: 1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)	ion Field Office or <i>which can be accessed at BI website at www.immigration.gov.ph</i>
2. Original Valid Passport	Applicant
3. Bio-page of the applicant's passport and latest arrival stamp (1 photocopy each)	Applicant
Additional requirements: <ul style="list-style-type: none"> • Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable. • Photocopy of BI Accreditation ID of the Travel Agent 	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out application Form (IRD04.QF.004 Rev 01)	Encode details of the applicant	50 USD, (BSP Forex Rate) plus Express Fee 500.00	5 Minutes per application	<i>Mohammar M. Macawadib / Immigration Officer I</i> <i>Mohammar M. Macawadib / Immigration Officer I</i>
	TOTAL	LRF 10.00	3-4 weeks and 5 Minutes	



10. Visa Crew List Fee

All arriving-foreign crew onboard vessels coming into the country shall be properly visaed

Office or Division:	Pagadian Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)
Who may avail:	All arriving foreign crew not possessing 9C visa
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements are indicated in BI Form <i>which can be accessed at www.immigration.gov.ph</i> , copies available at Public Information Assistance Unit (PIAU)	
1. Two (2) copies of letter request address to the Commissioner from the Locally appointed Shipping Company/ Local Manning Agency Representative;	Applicant
2. One (1) Letter of explanation stating the reason(s) for the failure to secure Visaed Crew List;	Master of vessel
3. One (1) Photocopy of Arriving Crew List	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1. 1. Receive and assess pertinent documents.	None	3 Minutes	<i>Stephen James C. Duran / Administrative Assistant 1 and/or Mohammad M. Macawadib / Immigration Officer I</i>
	1.2. Assess Visa Crew list fee and issue OPS	None	5 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>

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2. Pay corresponding fees and receive Official Receipt	2. Collect payment and issue Official Receipt	Visa Fee: 100/crew LRF: 10/crew Admin Fine: 500/crew Express Lane Fee: 500	3 Minutes	<i>Mohammar M. Macawadib / Immigration Officer I</i>
	TOTAL	Fees dependent on the number of crew	11 Minutes	



SURIGAO IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES

1. Tourist Visa Extension – Visa Waiver

Office or Division:	Surigao Immigration Field Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All foreign nationals admitted under Executive Order No. 408			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements are the following: 1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		BI Surigao Field Office / BI Website www.immigration.gov.ph/		
2. Passport of the applicant (original)		Applicant		
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; as applicable 2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit the completely filled- out application form, original passport and other supporting documents</p>	<p>1.1 Receive and review the application form for completeness and correct attachments</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Receiving Window</i></p>
	<p>1.2 Check the derogatory record</p> <p><i>Without derogatory hit</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Assessor</i></p>
	<p>1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Assessor</i></p>
	<p>1.4 Assess the Miscellaneous fees.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Assessor</i></p>
	<p>1.5 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Staff in charge</i></p>

2. Present the Order of Payment Slip (OPS) to Cashier for payment	2. Issue the Official Receipt (OR).	<p>Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa</p> <p>Regular Lane: Php 2,130 w/ valid visa</p>	5 minutes	<i>Cashier</i>
3. Submit the OR	3.1 Review the correctness of payment and visa validity printed on the receipt.	None	2 minutes	Visa Reviewing and Approving Officer
	3.2 Implement the visa extension	None	3 minutes	<i>Implementing Officer</i>
4. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	4. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Receiving and Releasing Counter</i>
TOTAL		<i>Total fees depends on number of months extended</i>	30 minutes	

2. Tourist Visa Extension – after 59 days

Office or Division:	Siargao Immigration Satellite Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All foreign nationals admitted under Executive Order No. 408			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements are the following:		BI Surigao Field Office / BI Website www.immigration.gov.ph/		
4. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)				
5. Passport of the applicant (original)		Applicant		
6. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
<i>Additional requirements per visa category:</i>		Applicant		
1. Special Power of Attorney (SPA); and				
3. One (1) valid Identification Card of the representative; as applicable 2.				
Photocopy of BI Accreditation ID of the Travel Agent				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the completely filled- out application form, original passport and other supporting documents	1.1 Receive and review the application form for completeness and correct attachments	None	5 minutes	<i>Receiving Window</i>
	1.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	3 minutes	<i>Assessor</i>
	1.3 Assessment of fees.	None	5 minutes	<i>Assessor</i>
	1.4 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	2 minutes	<i>Staff in charge</i>
2. Present the Order of Payment Slip (OPS) to Cashier for payment	2. Issue the Official Receipt (OR).	Varies depending on the number of months applied for by the client.	5 minutes	<i>Cashier</i>
	2.1 Visa Implement and approval	None	2 minutes	Visa Reviewing and Approving Officer
3. Receive and Approved Tourist Visa Extension	3. Release of the Approved Tourist Visa Extention	None	2 minutes	<i>Receiving and Releasing Counter</i>
TOTAL		<i>Total fees depends on number of months extended</i>	24 minutes	

3. Extension of Authorized Stay of Temporary Visitors

3.1 Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Surigao Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements:		
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Surigao Field Office / BI Website www.immigration.gov.ph/
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant

<p><i>Additional requirements per visa category:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or</p> <p>2. BI Accreditation ID of the Travel Agent (1 photocopy)</p>		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i>
Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i>

	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	1 working day	Staff-in-charge
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		Assessors
	2.3 Draft the Order.	None		Staff-in-charge
	2.4 Review and sign Order for endorsement to the Chief, IRD	None	1 hour	ACO



	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief</i> <i>IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None	5 minutes	<i>Staff-in-charge</i> <i>IRD</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	5 minutes	<i>Staff-in-charge</i> <i>OCOM</i>

	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub	3. Assess the fees.	None	10 minutes	<i>Assessors</i>
	3.1 Issue Order of Payment Slip (OPS_ and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
	5.1 Enter the approval in the BI system.	None	5 minutes	
	5.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	<i>Staff-in-charge</i>

6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL:		<i>Total fees depends on number of months overstayed</i>	8 days 12 hours and 10 minutes	

3.2 Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	Surigao Immigration Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are the following:			
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	BI Surigao Field Office / BI Website www.immigration.gov.ph/		
2. Notarized letter of explanation for overstaying			Applicant

3. Passport of the applicant (original)		Applicant		
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant		
5. Birth Certificate if applicant is a child		Applicant		
6. Marriage Certificate if the applicant is married to a Filipino.		Applicant		
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	<i>Staff-in-charge</i>
2. Receive the claim stub	2. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i>



	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	2 working days	<i>Staff-in-charge</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the Chief, IRD	None	2 hours	<i>ACO</i>

	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief IRD</i>
	2.7 Transmit the Order to Office of the Commissioner.	None		<i>Staff-in-charge</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
3. Present the claim stub.	3. Issue the copy of approved order and instruct applicant to proceed to Window 5 for assessment of Immigration Arrears.	None	5 minutes	<i>Staff-in-charge</i>
4. Proceed to window 5	4.1 Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Assessor</i>

5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	<i>Assessors</i>
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	<i>Staff-in-charge</i>
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	<i>See schedule of Fees</i>	10 minutes	<i>Cashier</i>
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer</i>
	8.1 Enter the approval in the BI system	None	5 minutes	
	8.3 Implement the visa extension	None	5 minutes	<i>Implementing Officer</i>

	8.4 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension	None	2 minutes	Staff-in-charge
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	Staff-in-charge
TOTAL		Total fees depends on number of months overstayed	9 days 12 hrs and 20 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in PHP)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00

3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of USD 50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	

a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

EXPRESS LANE

APPLICATION TYPE	FEES (in PHP)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00



9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00

4. Alien Registration Program (ARP)

Office or Division:	Surigao Immigration Field Office			
Classification:	Simple transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	Foreigners applying to visa extension			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished form, passport		Window		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to window	Encode details in the ARP System	None	5 minutes	Staff in charge
Appear for the biometric capturing	Conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN)	None	5 minutes	Staff in charge ARP Window
	Issuance of Security Registration Number (SSRN)	None	5 minutes	Staff in charge
TOTAL :			15 minutes	

5. Emigration Clearance Certificate (ECC)

5.1 Issuance of Emigration Clearance Certificate (ECC) Series A & B

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Surigao Immigration Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2015-08-001 Rev 0 - Emigration Clearance Certificate (ECC) Application Form		Counter
2. BI Form 2015-08-001B Rev 0 - Emigration Clearance Certificate (2 certificate)		Counter
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)		Applicant
4. Passport Biopage, Latest arrival stamp (1 photocopy each)		Applicant

5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	ARP Window
2. Cashier for payment	2. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i>
3. Submit the Official Receipt (OR)	3.1 staff receives the OR	None	2 minutes	<i>Receiving/Releasing Staff-Window</i>
	3.2 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the ACO	None	10 minutes	<i>ECC Typist</i>
	3.3 Final review and approval	None	5 minutes	Alien Control Officer
	4.4 Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Window</i>
	TOTAL:		35 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

6. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Surigao Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		Applicant	
2. Original Passport		Applicant	
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to Window	1. Check system records upon receipt of original ACR I-Card and passport.	None	3 minutes	Staff Receiving Window



	Photo capturing of the applicant.		2	Staff Receiving Window
	Assess the fees and issue Order Payment Slip (OPS)		2	Staff Receiving Window
2. Submit the OPS to cashier for payment	2. Issuance of Official Receipt	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	3 minutes	<i>Cashier</i>
TOTAL:		P 310 (if no violation of Sec. 10)	10 minutes	

7. Vessels Boarding Formalities

Arrival Formalities for Foreign Passport / Travel Document Holders

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulation.

Office or Division:	Surigao Immigration Field Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Arriving Foreign Nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Crewlist, Notice of Arrival		Boarding Officer		
2. Completely filled out e-travel pass		https://etravel.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document and all other required documents	1. Receive and review documents from shipping agencies or skippers 1.1 Check the admissibility of the foreign national pursuant to the Philippine Immigration Act of 1940 and other existing rules and regulations.	None	1 hour	Boarding Officer

2. Conduct of vessel inspection	Inspect and review travel documents of crew aboard vessel.	Imposed penalties, if any	2 hours	Boarding Officer
3. Issuance of Port Clearance	Received notice of departing vessel	None	10 minutes	Boarding Officer / Staff in Charge
	TOTAL	None	3 hours and 10 minutes	

Arrival Formalities for Philippine Passport/Travel Document Holders

All Philippine passport/travel document holders shall be required immigration arrival formalities to ensure compliance with existing immigration laws, rules, and regulations.

8. Crew list Visa Fee

Office or Division:	Surigao Immigration Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	Arriving foreign vessels who failed to secure 9C visa before arrival. Request are file thru their authorized shipping agent or local manning agent.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Vessel Crewlist (Vessel that arrived from foreign port).	Authorized shipping agent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Vessel Crewlist.	1. Checks and verifies Vessel Crewlist details (number of foreign crew, name of shipping as payor, vessel voyage number) 1.1. Issuance of Order of Payment Slip (OPS)	None	5 minutes	Assessor Receiving Window

2. Present the OPS to the Cashier for payment.	2. Issuance of Official Receipt (OR).	Administrative Fine - PHP 500 per foreign crew member Visa Fee - PHP 100 per foreign crew member Legal Research Fee (LRF) - PHP 10 per foreign crew member Express Lane Fee - PHP 500	5 minutes	Cashier Window
	TOTAL		10 minutes	

9. Special Working Permit (SWP)

Office or Division:	Surigao Immigration Field Office		
Classification:	Simple Transaction		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly Accomplished Form		BI Surigao Field Office / BI Website www.immigration.gov.ph/	



Photocopy of Passport Bio-page		Applicant		
Photocopy Latest Visa Extension		Applicant		
Photocopy of the SEC registration and By-laws articles of Incorporation of the Company		Petitioning Company		
Company ITR		Petitioning Company		
A certified true copy of the contract stating exact earnings		Petitioning Company		
Letter request from the Petitioner Company		Petitioning Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Application	Receive the Application	2 minutes		Staff in charge
	Review the application	10-15 minutes		Staff in charge
	Assess the fees	5 minutes		Assessor
Pay to cashier	Issue Official	10 minutes		Cashier
	Receipt (OR			



TAGANAK IMMIGRATION FIELD OFFICE
EXTERNAL SERVICE



1. Vessel Monitoring

Office or Division:	Taganak Border Crossing Station
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Shipping Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Purely monitoring activity of foreign vessels/ foreigners coming in and out of Taganak	1. No foreign vessels and foreigners monitored.	None	None	IO RAFSHANJANI T. SARANI IO KRISTIAN DARCY F. MONTERON IO HOREB HOLMES E. MONTERON



ZAMBOANGA IMMIGRATION FIELD OFFICE
EXTERNAL SERVICES



1.A. Issuance of ACR I-Card (New)

Office or Division:	BI ZAMBOANGA FIELD OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Working); (2). TRV (Temporary Resident Visa); (3) 13A Probationary; (4) 13A-Amendment to Permanent; (5) 13G; (06) SVEG.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1.Receiving Desk/Counter		
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		2.Applicant		
3. Official receipt of payment for the applicable fees (1 photocopy)		3.Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of complete documents to Reviewer/ AACO	1.1 Final review of ACR I-Card Application upon	None	10 minutes per application	<i>Reviewer AACO</i>
	1.2 Encode and prepare transmittal of reviewed CGAF to the Records Section.		10 minute per Application	<i>Staff/Job Order Staff/Job Order</i>
	TOTAL	None	20 min.	



2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	BI Zamboanga Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa Extension under Sec: (1) 9G (Working/Missionary); (2) 9D-Treaty Trader; (3) TRV-Temporary Resident Visa; (4) 13A Amendment to Permanent; (5) MCL-07-021 Amendment to Permanent;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1. Receiving Desk/Counter
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		3. Cashier
For Lost ACR I-Card:		
A. Affidavit of Loss (1 Copy)		A. Notary Public
B. Police Report on Loss of ACR I-Card		B. PNP
For Amendment of the following:		
A. Name -Court Order (if applicable) (1 Copy)		A. Court

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B. Citizenship/Nationality -Official document proving change of citizenship/nationality (1 Copy)	B. Court
C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)	C. Report of marriage where the marriage took place
D. Address -Certificate of Residence from the Barangay Captain (1 Copy)	D. Office of the Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of complete documents for application.	1. Final review of ACR I-Card Application upon receipt of CGAF.	None	10 minutes per application	<i>Reviewer</i> AACO
None	1.1 Endorse Application to BI Main Office.	None	10 Minutes	<i>Endorsed By:</i> AACO
None	1.2 Send via Courier	None		<i>LBC</i>
None	TOTAL	None	20 minutes	



3. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	BI Zamboanga Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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BUREAU OF IMMIGRATION
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1. Submit the checklist of requirements to the Receiving Counter.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Registration Officer AACO/staff
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	5 minutes per applicant	Cashier Cash Section
TOTAL:		P 310 (if no violation of Sec. 10)	10 minutes	



4. Boarding Formalities

Office or Division:	BI Zamboanga Field office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Arriving foreign nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Advice		1. Client/ Shipping Agents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Notice of Advice	1.Board and Inspect vessel	Visaed crewlist payment when necessary	30 min	AACO and staff



5. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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.

Office or Division:	BI Zamboanga Field office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	The spouse and/or unmarried child below 21 years old of a Philippine citizen. Applicant must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
Ecuador	Marshall Islands	Thailand	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Visa Application Documentary Requirements a. Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder		1. Receiving Desk/ Counter, or downloadable from www.immigration.gov.ph		
Principal 2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)		2. Applicant		
3. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment.		3. Philippine Statistics Office (PSA) or appropriate Local Civil Registry and Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance or from the Department of Foreign Affairs (DFA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

the time of

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<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attaches the Checklist of Requirements to the application</p> <p>1.2. Receives the visa application and original passport, and review the completeness of documentary requirements</p> <p>1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof</p> <p>1.4. Signs the Checklist of Requirements</p> <p>1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>10 minutes per application</p>	<p>AACO and staff</p>
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<p>3. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.1. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) Secures Order of Payment Slip (OPS)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p>AACO or Assessor</p>
<p>4.1. Submits the Order of Payment Slip (OPS)</p> <p>4.2. Pays the required fees</p> <p>4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p>AACO/ CASHIER</p>

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5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to AACO	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	10 minutes	AACO
	5.3. Schedules hearing as per receipt		5 minutes per application	AACO
	5.4. Hearing		10 minutes	AACO
	5.4 Endorses Application to Legal Division via LBC			AACO/ staff
<p style="text-align: right;">TOTAL:</p> <p><i>*Note: CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.</i></p>			45 minutes	

FEES TO BE PAID



CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

6. Amendment to Permanent Residence Sec 13(a)

Office or Division:	BI Zamboanga Field Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Nationals with valid 13(a) (Probationary) visa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Proceed to Receiving Desk/ Counter for assessment	1. Assess application and requirements.		5 minutes	AACO
2. Cashier for Payment	2. Issue receipt		5 minutes	Cashier

Conversion to Temporary Resident Visa (TRV) for One Year of a Foreign National Married to a Filipino Citizen under Law Instruction No. 33

7. Conversion to TRV under LOI No. 33

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	BI Zamboanga Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen

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Who may avail:	<p>Foreign national married to a Philippine citizen and their children below 21 years old.</p> <p>Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to AACO for evaluation	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamps "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	5 minutes per application	AACO/ Staff

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<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder</p>	<p>2.1. Attaches the Checklist of Requirements to the application</p> <p>2.2. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements</p> <p>2.3. Signs the Checklist of Requirements</p> <p>2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>AACO/Staff</i></p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.3. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Cashier</i></p>

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4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt	4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt	Refer to table below	5 minutes per application	<i>CASHIER</i>
5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None		<i>AACO/STAFF</i>
	6.1. Schedules hearing 6.2. Conducts hearing	None	5 minutes per application 10 minutes	<i>AACO/STAFF</i>
	6.3. Endorses Application to BI-Main (Legal Division) for processing via COURIER			<i>LBC</i>



TOTAL:		35 Minutes	
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8. Extension of TRV under LOI No. 33

Office or Division:	BI Zamboanga Field Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>Foreign national married to a Philippine citizen and their children below 21 years old.</p> <p>Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to AACO for evaluation</p>	<p>Attaches the Checklist of Requirements to the application</p> <p>1.2. Receives the visa application and original passport, and review the completeness of documentary requirements</p> <p>1.3. Stamps “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof</p> <p>1.4. Signs the Checklist of Requirements</p> <p>1.5. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>AACO/ Staff</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder</p>	<p>2.4. Attaches the Checklist of Requirements to the application</p> <p>2.5. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements</p> <p>2.6. Signs the Checklist of Requirements</p> <p>2.4. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>AACO/Staff</i></p>

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<p>3.4. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>3.5. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees</p> <p>3.6. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.4. Receives the passport and duly evaluated visa application</p> <p>3.5. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees</p> <p>3.6. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Cashier</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS)</p> <p>4.2. Pays the required fees</p> <p>4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>CASHIER</i></p>

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<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.2. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	<p>None</p>		<p>AACO/STAFF</p>
	<p>6.1. Schedules hearing</p> <p>6.2. Conducts hearing</p>	<p>None</p>	<p>5 minutes per application</p> <p>10 minutes</p>	<p>AACO/STAFF</p>
	<p>6.3. Endorses Application to BI-Main (Legal Division) for processing via COURIER</p>			<p>LBC</p>
<p>TOTAL:</p>			<p>35 minutes</p>	

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11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a certified true copy of Order 11.4. ACR I-Card Data Entry, Photo and Biometric Capturing	11.1. Receives the original passport 11.2. Accepts passport and implements the approved visa if application is approved. 11.3. Releases the passport and certified true copy of Order	None	60 Minutes per application	AACO
12.1. Submits application for ACR 12.2. Claims the ACR I- Card	12.3. Receives the claim stub 12.4. Releases the ACR I-Card	None	5 Minutes per application	AACO
TOTAL:		Refer to table below	1 HOUR AND 5 MINUTES	

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

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	BI Zamboanga Field Office
Classification:	Highly Technical

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Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Visa Application Documentary Requirements a. Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	1. Receiving Desk/ Counter or downloadable from www.immigration.gov.ph
Principal 2. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	2. Applicant
<p>Important Note: Authorized representatives are:</p> <p>a. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</p> <p>b. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p> <p>c. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)</p>	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Attaches the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Signs the Checklist of Requirements	None	5 minutes per application	<i>AACO/ Staff</i>
2.1. Presents the original passport and duly evaluated visa application for assessment of fees 2.2. Makes sure that authorized stay is valid for at least twenty (20) days at the time of assessment of fees 2.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)	2.1. Receives the passport and duly evaluated visa application 2.2. Scans the passport to passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees 2.3. Discuss the passport and duly evaluated visa application fees with the BI Clearance Certificate (BICC) for no derogatory record	None	5 minutes per application	<i>AACO/Staff</i>



<p>3.1. Submits the Application</p> <p>3.2. Pays the required fees Secures official receipt</p>	<p>3.1. Receives the Application</p> <p>3.2. Accept the payment based on the assessment of fees.</p> <p>3.3. Issues the official receipt</p> <p>3.4. Schedule of Hearing based on the official receipts indicated. Conducts Hearing.</p>	<p>Refer to table below</p>	<p>5 minutes per application</p> <p>10 minutes hearing with applicant and petitioner</p>	<p>AACO BI ZFO</p>
	<p>4.1. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS]).</p> <p>4.2. Endorse the applications to Visa Task Force (VTF), Legal Division via LBC</p>	<p>None</p>	<p>15 minutes per application</p>	
<p>5.1. Presents and Submits Original passport and ACR I- Card Application form for ACR I-Card Capturing</p>	<p>5.1. Receives Original Passport and ACR I-Card Application Form Implements Approved Visa</p> <p>5.2. Performs Photo and biometric capturing</p> <p>5.3. Endorse the application to ARD via LBC courier.</p>	<p>None</p>	<p>55 minutes per application</p>	<p>AACO</p>
<p>6.1 Present Claim stub</p>	<p>6.2. AACO Releases the ACR I-Card.</p>	<p>None</p>	<p>5 minutes</p>	<p>AACO</p>



	TOTAL:	Refer to table below	1 hour and 40 minutes
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CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID				
(TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				
B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00

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2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID				
(OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

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B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

10. 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 and Medicine program at a duly accredited learning institution.

** 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:	BI Zamboanga Field Office
Classification:	Complex Transaction

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Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>The 9f Student Visa Conversion is issued to a foreign national who has established that:</p> <ol style="list-style-type: none"> 1. He/ She is at least 18 (eighteen) years of age; 2. He/ She has the means sufficient for his/her education and support in the Philippines; 3. He/ She seeks to enter the country temporarily and 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; 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 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>.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;	1. Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;	3. Applicant/client & Bureau of Quarantine
4. Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;	4. Petitioning school
5. Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;	5. Petitioning school

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6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;	6. Commission on Higher Education
7. CHED Endorsement for transfer and shifting of course, if applicable;	7. Commission on Higher Education
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);	8. National Bureau of Investigation
9. Photocopy of BI school accreditation ID of the registrar or school representative;	9. Applicant
10. BI Clearance Certificate; and	10. Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
11. Valid Passport	11. Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	Receiving Desk Information Counter, BI ZFO
2. Submit the duly accomplished application form and supporting	2. Review the completeness of application details and enter applicant's details in the system.	None	10 minutes	AACO

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documents	2.1 Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 9,720.00 plus ACR I- Card Fee of U.S. \$50.00 <i>(calculated accdg. To BSP Forex Rate on date of payment)</i>	10 minutes	AACO/Staff
	3. Endorse the application to BI Student Visa Section via Courier			LBC
4. Submits original passport and ACR I-Card application form.	4.1. Receive and Implement the duly approved visa on the subject's passport.	None	5 minutes	AACO
5. Applicant to appear on for capturing of biometric information on the scheduled date appearing in the Official Receipt.	5.1. Process the photo and biometric capturing of the subject.	None	10 minutes	AACO/Staff
	5.2 Endorse the Application to SVS via courier	None		LBC
6. Submits original passport and Claim stub.	6.1. Receives the original passport and claim stub 6.2 release the ACR I-Card to client	None	3 minutes	AACO/Staff
	TOTAL:	Php 9,720 with ACR I-Card Fee of U.S. \$50.00	43 minutes	

11. 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

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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:	BI Zamboanga Field Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
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	1. Applicant/client & petitioning school
2. Duly accomplished CGAF for Student Visa and Special Study Permit;	2. BI website or Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;	3. Petitioning school

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4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters;	4. Previous school
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;	5. Commission on Higher Education
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;	6. Petitioning school
7. Photocopy of BI school accreditation ID of the registrar or the school representative;	7. Student Visa Section, 2 nd Floor, Civic Center Building C, Quezon City Hall Complex
8. BI Clearance Certificate;	8. Bureau of Quarantine
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	9. National Bureau of Investigation
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).	10. Petitioning school

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	Receiving Desk Information Counter, BI ZFO

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2. Submit the duly accomplished application form and supporting documents	2. Review and Receive the completed application	None	5 minutes	AACO/Staff
	2.1 Endorse the application to SVS for Evaluation and assessment of required fees via courier	None		LBC
3. Submits original passport	3. Issue the Official Receipt (OR) corresponds to the assessment of SVS and claim stub.	EXPRESS: Php 7,030.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	5 minutes	AACO
	4. Endorse the receipt of payment to SVS via courier	None		LBC
5. Submit the original passport and ACR I-Card Application form	5. Implement duly approved visa on subject's passport and release passport with implemented visa. Issue the official receipt payment for ACR I-Card Renewal.	Express Php 1,000.00 plus ACR I-Card Fee U.S. \$100.00 <i>(calculated accdg. to BSP Forex Rate on date of payment)</i>	5 minutes	AACO/Staff
	6. Endorse the Application for ACR I-Card to SVS via courier.	None		LBC

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7. Submits Original Passport, ACR I-Card and Claim stub	7. Release ACR I-Card	None	5 minutes	AACO
TOTAL:		Php 8,030.00 plus ACR I-Card Fee U.S. \$100.00 (Express Fee)	25 minutes	



12. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Zamboanga Field Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	1. Receiving Desk/Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	2. Receiving Desk/Counter
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	3. Receiving Desk/Counter

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4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	4. Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)	5. Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	6. Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	7. Applicant
8. NBI Clearance Note: Applicable to Applicants with Order to Leave	8. National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	STAFF
2. Secure the Order of Payment Slip and Official Receipt	2. BI ZFO Staff Checks the derogatory records, issues Order of Payment Slip and Official Receipt	See Table	5 minutes	AACO/Staff
	2.1. BI ZFO Staff Prepares the ECC/CE for Fingerprint Capturing	None	5 minutes	STAFF

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	2.2. For Final Review and Approval	None	5 minutes	AACO
	2.3. Releases the approved ECC/CE	None		
	2.4 Final review and approval	None		
	2.5. Releases the approved ECC/CE	None		
TOTAL:			20 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

13. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	BI Zamboanga Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		1. Receiving Desk/Counter / BI Website www.immigration.gov.ph/	
2. Notarized letter of explanation for overstaying		2. Applicant	
3. Passport of the applicant (original)		3. Applicant	
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		4. Applicant	
5. Birth Certificate if applicant is a child		5. Applicant	

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7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	6. Applicant
8. NBI Clearance Note: Applicable to Applicants with Order to Leave	7. National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	STAFF
2. Secure the Order of Payment Slip and Official Receipt	2. BI ZFO Staff Checks the derogatory records, issues Order of Payment Slip and Official Receipt	See Table	5 minutes	AACO/Staff
	2.1. BI ZFO Staff Prepares the ECC/CE for Fingerprint Capturing	None	5 minutes	STAFF
	2.2. For Final Review and Approval	None	5 minutes	AACO
	2.3. Releases the approved ECC/CE			
	4.2 Final review and approval	None		
	5. Releases the approved ECC/CE	None		



	TOTAL:		20 minutes
Transaction for Adult with previous extensions or updates			
Emigration Clearance Certificate (Php700) + LRF (Php 10)			
ACR Fee (Php 1,000) + LRF (Php 10)			
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)			
Express Lane Fee (Php 500), <i>if all fees paid</i>			
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country			
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)			
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)			
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year			
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year			
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>			



14. Extension of Authorized Stay of Temporary Visitors Overstaying for More Than Six (6) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	BI Zamboanga Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months. The recommendation of the Chief, IRD and approval of the Commissioner id required.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.	Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)	1.	Receiving Desk/Counter / BI Website www.immigration.gov.ph/
2.	Notarized letter of explanation for overstaying	2.	Applicant
3.	Passport of the applicant (original)	3.	Applicant
4.	Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	4.	Applicant
5.	Birth Certificate if applicant is a child Additional requirements per visa category: Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or BI Accreditation ID of the Travel Agent (1 photocopy)	5.	Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Staff-in-charge BI ZFO
	2. Check the Derogatory Records			
	<i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> To call BI Main for verification	None	5 minutes	Staff-in-charge BI ZFO
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		AACO/ STAFF
	2.3 Draft the Order.	None		AACO Staff-in-charge

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	2.4 Review and sign Order for endorsement to the C, IRD	None	1 hour	AACO
	2.5 Transmit the Order to the Immigration Regulation Division (IRD) via LBC	None		Staff-in-charge
	2.6. Upon receipt of Approved / Signed Order, Notify Client			Staff-in-charge
	2.7 Assessment of Fees		5 minutes	Assessor
	2.8. Receives Payment/ issues official receipts		5 minutes	Cashier
5. Submit the OR.	5. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	AACO
6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	Staff-in-charge TVS
	TOTAL:	Total fees depends on number of months overstayed	1 hour and 47 minutes	



15. Extension of Authorized Stay of Temporary Visitors Overstaying for more than 12 Months or Staying more than the Allowable Period

Foreign nationals who are either overstaying for more than 12 months or those who stayed beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals). The recommendation of the Chief, IRD and approval of the Commissioner is required.

Office or Division:	BI Zamboanga Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Foreign nationals who are either overstaying for more than 12 months or those filing for extension of visa beyond the allowable maximum stay of 36 months (for non-visa required nationals) or 24 months (for visa required nationals).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		1.Receiving Desk/ Counter/ BI Website www.immigration.gov.ph/
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		
2. Notarized letter of explanation for overstaying		2.Applicant
3. Passport of the applicant (original)		3.Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		4.Applicant
5. Birth Certificate if applicant is a child		5.Applicant
6. Marriage Certificate if the applicant is married to a Filipino.		6.Applicant

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1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative ; or 2. Photocopy of BI Accreditation ID of the Travel Agent		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 minutes	<i>Staff-in-charge</i>
	2. Issue the claim stub to the applicant indicating the date of release.	None	2 minutes	<i>Staff-in-charge</i>



2. Receive the claim stub	2.1 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	10 minutes	<i>Staff-in-charge</i>
	2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None		<i>Assessors</i>
	2.3 Draft the Order.	None		<i>Staff-in-charge</i>
	2.4 Review and sign Order for endorsement to the C, IRD	None	2 hours	AACO

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	2.5 Transmit the Order to the Immigration Regulation Division (IRD)	None		<i>Staff-in-charge</i>
	2.6 Review and sign the Order.	None	2 working days	<i>Chief IRD</i>
	2.7 Transmit the Order to the Office of the Commissioner.	None		<i>Staff-in-charge TVS</i>
	2.8 Approval / Disapproval of the Commissioner	None	3 working days	<i>Commissioner</i>
	2.9 Transmit the Approved/Disapproved Order to TVS for implementation	None	3 working days	<i>Staff-in-charge OCOM</i>
	2.10 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i>
	3. Issue the copy of approved order and instruct applicant to proceed Assessor	None	5 minutes	<i>Assessor</i>
4. Proceed to Cashier	4. Issue the Order of Payment Slip (OPS) for Immigration Arrears.	None	5 minutes	<i>Assessor</i>
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (OR).	See schedule of Fees	10 minutes	<i>Cashier</i>

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6. Submit the OR.	6. Assess the Miscellaneous fees.	None	10 minutes	Assessors
	6.1 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	3 minutes	Staff-in-charge
7. Submit Order of Payment Slip and payment to Cashier	7. Issue the Official Receipt	See schedule of Fees	10 minutes	Cashier
8. Submit the OR.	8. Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	AACO
	8.1 Implement the visa extension	None	5 minutes	Implementing Officer/ AACO
	8.4 Notify the applicant	None	2 minutes	Staff-in-charge
9. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	9.1 Release the passport, BI Clearance Certificate, Approved Order and Official Receipt./	None	2 minutes	Staff-in-charge
TOTAL		<i>Total fees depends on number of months overstayed</i>	8 days , 3 hours , 30 minutes (Courier time not included)	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies



Schedule of Fees: REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i.Minor	2,650.00
i.14-15 years of age	3,650.00
i.16 years above	3,900.00
b. Visa Required:	
i.Minor	2,950.00

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i.14-15 years of age	3,950.00
i.16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00

Schedule of Fees: EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00

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8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i.Minor	3,650.00
i.14-15 years of age	4,650.00
i.16 years above	4,900.00
b. Visa Required:	
i.Minor	4,450.00
i.14-15 years of age	5,450.00
i.16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



16. Motion for Reconsideration for Visa Extensions

Office or Division:	BI Zamboanga Field Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Foreign Nationals who are overstaying.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.	Foreign passport	1. Applicant		
2.	Affidavit of Explanation and Letter Request	2. Applicant		
3.	Photocopies of Latest Arrival and Latest Visa Extension	3. Applicant		
4.	Consolidated General Application Form	4. Receiving Desk/Counter		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Original Passport and other documentary requirements	1.1. Receive the original passport 1.2. Issue Bureau of Immigration Clearance Certificate. 1.3. Printout travel records.	None	10 minutes	AACO



	2.1 Prepare Order for updating of Stay 2.2 Endorse to TVE IRD for evaluation and approval	None	10 minutes	Staff
	3.1 Send via courier	None		LBC
	TOTAL:	None	20 minutes	

17. School Accreditation

Office or Division:	BI Zamboanga Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	All authorized representatives of Privately-owned Schools specializing in English as Second Language Training		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Certified True Copy of Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws;	School records/ Securities and Exchange Commission	
	2. Latest Updated General Information Sheet/ One Person Corporation Annual Financial Statement Report and cover sheet filed and received by the SEC	School records/ Securities and Exchange Commission	
	3. Level II Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);	Federation of Accrediting Agencies of the Philippines	
	4. List of accredited courses and program and Certificates of Technical Education and Skills Development Authority (TESDA)	TESDA	

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5. Information Bulletin (School Flyer, Student Handbook Mission and Vision, Board of Trustees School Organizational Chart with names);	School records
6. Faculty Profile Matrix including Educational Attainment, Job Title, Employment Status and Subjects Taught;	School records
7. Pictures of buildings showing school name, laboratories, libraries, classrooms, restrooms, toilet seats, fire alarms, fire extinguishers, fire exits and CCTV cameras for all floors;	School records
8. Latest valid Business Permit	LGU
9. Latest valid Sanitary Permit	LGU
10. Latest valid Fire Safety Inspection Certificate	LGU
11. Trainers Methodology Certificate/ TESOL Certificate	TESOL Philippines/ TESDA
12. Letter request for accreditation, indicating each program/ course to be accredited, contact person, contact phone number and school email address, addressed to the Commissioner of Immigration Thru the Chief of the Student Visa Section	Applicant School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 minutes	Staff-in-charge BI ZFO

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2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	15 minutes (Express) 4-6 days (Regular)	<i>Staff-in-charge</i>
	2.1 Issue the Order of Payment Slip (OPS) for Application fee.	None	5 to10 minutes	<i>Assessors</i>
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	5 to10 minutes	<i>Cashier</i>
4. Assist the BI inspection team	5. Conduct ocular inspection in the school premises and prepare inspection reports. *schedule to be set upon availability of institution staff for presence at inspection and is subject to the approval the Commissioner of the Travel Order for school inspectors	None	1-3 months (Express or Regular)	<i>Inspection Officer</i>
5. Present the notice of payment	4. Issue Order of Payment Slip for Accreditation fee.	None	5 to 10 minutes	<i>Assessors</i>

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6. Present the OPS to the Cashier for payment.	6. Issue the OR and claim stub.	EXPRESS: Php 50,510.00 REGULAR: Php 50,510.00	5 to 10 minutes	<i>Cashier</i>
7. Present the Official Receipt / Claim Stub.	7. Release the Accreditation Order duly signed by the Commissioner	None	5 minutes	<i>Implementors</i>
TOTAL	Express	Php 50,510.00	1-2 months	
	Regular	Php 50,510.00	1 months	

18. 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:	BI Zamboanga Field Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)



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 ESDA 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	WHERE TO SECURE	
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	1. Applicant/client & petitioning school	
2. Duly 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;	2. Receiving Desk/ Counter	
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	3. Applicant	
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 applicants below 18 years of age;	4. Petitioning school	
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5. Petitioning school	

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6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	6. National Bureau of Investigation
7. BI Clearance Certificate.	7. Student Visa Section, 2nd Floor, Civic Center Building C, Quezon City Hall Complex

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/</i>
2. Submit the duly accomplished application form and supporting documents	2. Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days (Express) 3 days (Regular)	<i>Evaluation Officer</i> Data entry staff/ officer
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors

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3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	<p>EXPRESS: Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p> <p>REGULAR: Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)</p>	10 minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.		5 minutes	Implementor/ AACO
TOTAL	Express	Php 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 days	
	Regular	Php 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	7 days	

19. Petition For Retention/ Re-Acquisition Of Philippine Citizenship Under R.A. 9225

A petition filed by a former natural-born Filipino citizen who lost his/her Philippine citizenship by reason of naturalization in a foreign country and wishes to retain or re-acquire his/her Philippine citizenship.

Office or Division:	BI Zamboanga Field Office
Classification:	Highly technical Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	Natural born citizens of the Philippines who: (i) were naturalized as foreign citizens before RA 9225 took effect and their qualified dependents; and (ii) Those who become foreign citizens after the effectivity of RA 9225
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI Form 2014-01-004 Rev 1)	1. Bureau of Immigration's (BI) website and/or Dual Citizenship Office
2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application	2. Applicant
3. Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer. If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following: a. Two (2) Original copies of Oath of Allegiance taken before any person duly authorized to administer oath; and b. Affidavit of Justification or Explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer.	3. Dual Citizenship Office/Notary Public Notary Public

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<p>4. Original Copy of proof as natural-born Philippine Citizen: a. Philippine Birth Certificate; b. Cancelled Philippine Passport (to be placed in an envelope); c. Voter's Identification Card; d. Philippine Marriage Certificate indicating the Philippine Citizenship of the Petitioner); or e. Any other Philippine-issued official document proving natural-born citizenship.</p>	<p>4. a. Philippine Statistics Authority b. Applicant c. COMELEC and/or Applicant d. Philippine Statistics Authority e. Issuing office and/or Applicant</p>
<p>5. Original and photocopy of valid foreign passport</p>	<p>5. Applicant</p>
<p>6. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language or, an Affidavit stating how and when foreign citizenship was acquired.</p>	<p>6. Applicant Notary Public</p>
<p>7. For BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss if (a) and/or (b) are lost.</p>	<p>7. a. Applicant b. Applicant Notary Public</p>



<p>8. In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a natural-born Philippine Citizen and his/her name in the foreign passport's machine readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:</p> <p>a. Affidavit of one and the same person executed by the applicant acknowledging all obligations, responsibilities and liabilities under all names and an explanation on the discrepancies; and</p> <p>b. Substantial proof on how the applicant acquired the varied name/s such as but not limited to:</p> <p>i.) Marriage Certificate;</p> <p>ii.) Annotation in the passport or Birth Certificate of varied name;</p> <p>iii.) Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document;</p> <p>iv.) Annotation in the Certificate of Naturalization or Citizenship of the varied names; or</p> <p>v.) Philippine-issued official document indicating varied names.</p>	<p>8.</p> <p>a. Notary Public</p> <p>b(i).Philippine Statistics Authority b(ii).Philippine Statistics Authority and/or Applicant b(iii).Issuing office and/or Applicant b(iv).Issuing office and/or Applicant b(v).Issuing office and/or Applicant</p>
FOR EACH DEPENDENT CHILD	
<p>1. Duly accomplished Supplement for Dependent form (BI Form 2014-01-006 Rev 1)</p>	<p>1. BI website and Dual Citizenship Office</p>
<p>2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three (3) months from the date application</p>	<p>2. Applicant</p>

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3. Photocopy of Birth Certificate of Dependent Child	3. Philippine Statistics Authority and/or Client
4. Photocopy of valid foreign passport bio-page of Dependent Child	4. Applicant
5. For Dependent Child who are BI-Registered Aliens: a. Original ACR I-Card or Alien Certificate of Registration; and/or b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residency for Temporary Visitor (CRTV). Please Submit an Affidavit of Loss, to be executed by the Principal, if (a) and/or (b) are lost.	5. Applicant Applicant 6. Notary Public
<i>*Dual Citizenship Office may require submission of additional documents for further evaluation and verification of application.</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. a. Proceed to the official BI website (www.immigration.gov.ph) to get the BI Form on Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions and checklist of documentary requirements; b. Complete all the required documents.</p>	<p>1. Provide the applicant with the checklist of requirements, application forms and general information to the transacting public.</p>	<p>None</p>	<p>10 minutes</p>	<p>Staff</p>
<p>2. Submit the application folder for pre-evaluation at the Receiving Desk</p>	<p>2. Assess the completeness of submitted documents and endorse the application for payment</p>	<p>None</p>	<p>If complete, within 10-12 minutes</p>	<p>AACO</p>
<p>3. Proceed to Assessor and present Foreign Passport and application folder</p>	<p>3. Assess and generate Order of Payment Slip (OPS).</p>	<p>None</p>	<p>10-12 minutes</p>	<p>Assessor</p>

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4. Present the OPS to the cashier for payment of the required fees.	4. Issue the Official Receipt (OR).	Regular: Principal Php 3,010.00 Dependent Php 1,760.00 Express: Principal Php 3,010.00 Dependent Php 1,760.00	10 minutes	Cashier Cash Section
5. Proceed to AACO for submission of application folder with the Official receipts	5. Receive the application folder.	None	12 minutes	AACO
	6. Endorse folder/Application to Dual Citizenship Office in BI Main	None	10 minutes	AACO
TOTAL:		Regular: Principal Php 3,010.00 Dependent Php 1,760.00 Express: Principal Php 3,010.00 Dependent Php 1,760.00		



20. Transfer of Admission Stamp from Old / Lost/ Cancelled Passport

Foreign nationals who have new passports. The admission status in the latest arrival stamp in the lost or cancelled passport is transferred to the new passport.

Office or Division:	BI Zamboanga Field Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have a new passport	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are indicated in BI Form IRD01.QF.002 REV 03 <i>which can be accessed at www.immigration.gov.ph, copies available at Public Information Assistance Unit (PIAU)</i>		
1. Duly accomplished application form (IRD01.QF.006 Rev 3)	1.Applicant	
2. Certificate of Travel	2.Certification and Clearance Section	
3. Passenger Manifest or airline Certification	3.BI Records Section	
4. Original old passport (if available)	4.Airline	
5.Original new passport/travel document (ONLY for lost passport)	5.Applicant	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 minute	<i>AACO/Evaluation Officer</i>
2. Receive the claim stub.	2. Issue the claim stub to the applicant indicating the date of release.	None	1 minute	<i>AACO/Evaluation Officer</i>
	For Subport: Transmit application to IRD Main Office	Courier Fees	2 Days*	<i>Alien Control Officer (ACO) Subport Office</i>
	2.1. Check the Derogatory records.	None	10 Minutes	<i>Staff IRD</i>
	2.2 Review and approve the application	None	10 Minutes	<i>Staff IRD</i>
	2.3. To implement the transfer on passport	None	5 Minutes	<i>Supervisor IRD</i>
	For Subport: Forward passport with implementation to Authorized Subport for release	Courier Fees	2 Days	<i>Immigration Officer IRD</i>
3. Await the notification on the approval of the application.	3. Notify the client through BI website & IRD monitor on the approval of the application	None	5 Minutes	<i>Staff IRD</i>

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4. Present the Claim Stub and Receives the passport with the implemented downgrading	4. Secure the claim stub and release the passport.	None	1 Minute	Staff IRD
TOTAL if application is filed at IRD Main Office		None	36 minutes, 30 seconds	
TOTAL if application is filed thru Support Offices		Courier Fees	4 days, 36 minutes, 30 seconds	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

21. Biometrics Capturing (ACR I-card capturing and Fingerprinting)

Foreign nationals applying for visa shall provide their fingerprint, image and signature thru electronic-based method.

Office or Division:	BI Zamboanga Field Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	(1) Applicants applying for Visa Conversion including Voluntary Registrants (Balikbayans, and those under Special Laws); (2) Applicants with Visas Granted by the Philippine Embassies, except Section 9A
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly filled up ACR I-Card Consolidated General Application Form	1. Public Information and Assistance Unit (PIAU)

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2. Photocopies of : (i) passport biopage; (ii) latest arrival and departure; (iii) latest visa extension; and (iv) proof of payment		2. Applicant		
3. For applicants applying for working visa under Sec. 9(g), in addition to numbers 1 and 2 checklist of requirements, a photocopies of Alien Employment Permit (AEP) and ITR		3. Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the encoded ACR I-Card application form	1. Receive the application endorsed by ARD/ Fingerprint Section and process the biometric capturing.	None	15 minutes per applicant	<i>Staff in Charge</i>
	2. Issue claim stub to the applicant.	None	1 minute	<i>Staff in Charge</i>
	3. Evaluate the ACR I-Card applications with captured biometrics and prepares transmittal to ARD/ Fingerprint Section Unit to report compliance.	None	3 hours	AACO
TOTAL:		None	3 hours and 16 minutes	

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

Extension of RP of ACR I-Card based registered aliens with permanent resident visa and Extension of SRC of ACR I-Card based registered aliens with temporary resident visa.

Office or Division:	BI Zamboanga Field Office
Classification:	Simple Transaction

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Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa or temporary resident visa, who departed for a temporary sojourn abroad but intend to return with expiring or expired RP or SRC.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter for extension of RP/SRC addressed to the BI Commissioner thru Chief ARD	1.ARD Certificate Section - Room 210
2. ACR I-Card (1 photocopy)	2.Applicant
3. Passport biopage and latest departure (1 photocopy)	3.Applicant
4. Copy of Official Receipt of RP/SRC/ECC payment/s	4.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information,	None	5 minutes	Staff
2. Submit the filled-out application form and other documentary requirements	2. Receive the application, check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS). 2.1 Notify the applicant of the lacking document/s, if any.	None	15 minutes	Staff

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<p>3. Present the OPS to Cashier for payment</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>For one (1) year: P2,010.00 (plus MR fees P510.00 if applicable);</p> <p>For six (6) months: P1,510.00 (plus MR fees P510.00 if applicable)</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>
<p>4. Submit the application with OR.</p>	<p>4. Receive the application and endorse it to the assigned Registration Officer.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Staff</i></p>
	<p>4.1 Write the valid extension period of RP/SRC on the OR.</p>	<p>None</p>		<p><i>Registration Officer</i></p>
	<p>4.2 Review, implement RP or SRC extension in the ACR I-Card system.</p>	<p>None</p>	<p>20 minutes</p>	<p><i>AACO</i></p>



5. Claim the document/s. (Extension of RP or SRC)	5. Release the original OR with notation of Extension of RP or SRC to the subject. Note: Proof of release/applicant's receipt of the document recorded in the logbook.	None	5 minutes	Staff
TOTAL		For one (1) year: P2,010.00 (plus MR fees P510.00 if applicable) For six (6) months: P1,510.00 (plus MR fees P510.00 if applicable)		

23. Request for Certified True Copy of Records

The Certified True Copy of Records is issued to individuals needing this document as their personal copy, passport or loan requirement, visa to enter in the Philippines as proof of Philippine Citizenship.

Office or Division:	BI Zamboanga Field Office
Classification:	Simple

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Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Recognized/Naturalized Filipino, Foreign Citizens and Dual Citizens	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal:		
1. Application Form ADM05.QF.01 (1 Original)		1. Public Information and Assistance Unit (PIAU) - Ground Floor, Records Section - 3 rd Floor, or Bureau of Immigration Website
2. Letter Request		2. Client
3. Valid Government Issued Identification Card (1 Original and 1 Photocopy with 3 specimen signatures)		3. BIR, SSS, Philhealth, LTO, GSIS, DFA, IBP
Representative (Individual or thru BI-Accredited Liaison Officer)		
1. Application Form ADM05.QF.01 (1 Original)		1. Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website
2. Letter Request		2. Client
3. Special Power of Attorney (1 Original)		3. Person being Represented
4. Valid Government Issued Identification Card of the Applicant/Subject/ Representative or Bureau of Immigration Accreditation Identification Card, as applicable (1 Photocopy with 3 specimen signatures)		Client/ Representative
For Applicants with Limited Mobility (Unable to Sign)		

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1. Application Form ADM05.QF.01 (1 Original)	Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3 rd Floor Bureau of Immigration Website
2. Letter Request	Client
3. Special Power of Attorney (1 Original)	Person being Represented
4. Valid Government Issued Identification Card of the Applicant/Subject (1 Photocopy with thumb mark in lieu of signature)	Applicant/Subject
** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR ; Valid Bureau of Immigration Accreditation Identification Card (1 Photocopy with 3 Specimen Signatures)	Representative Liaison Officer
5. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)
4. Medical Certificate attesting to the applicant's inability to sign (1Original)	4. Medical Practitioner with PRC License Number
For Applicants who are already deceased	

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1. Application Form ADM05.QF.01 (1 Original)	1.Public Information and Assistance Unit (PIAU) - Ground Floor Records Section - 3rd Floor Bureau of Immigration Website
2. Letter Request	2.Surviving Spouse/Children
** Special Power of Attorney (1 Original)	Person being Represented
3. Valid Government Issued Identification Card of the Applicant (1 Photocopy with 3 specimen signatures) ** Valid Government Issued Identification Card of the Representative (1 original and 1 Photocopy with 3 specimen signatures), OR; Valid Bureau of Immigration Accreditation Identification Card (1Photocopy with 3 Specimen Signatures)	3.Applicant Representative Liaison Officer
4. Duly authenticated proof of filiation of the applicant to the subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)
5. Duly Authenticated Death Certificate of the Subject (1 Original and 1 Photocopy)	National Statistics Office (NSO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the application form.	1. Provide the applicant with the checklist of requirements, application forms and general information.	None	5 minutes	Staff

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<p>2. Submits the complete documentary requirements</p>	<p>2. Receive and checks the completeness and correctness of the accomplished form and other documentary requirements.</p> <p><i>Note: Informs the client of any lacking documents, if any.</i></p>	<p>None</p>	<p>5 minutes</p>	<p><i>Staff</i></p>
<p>3. Wait while the requested documents are being verified and retrieved.</p>	<p>3. Email request with attachments to Record Section</p> <p><i>Note: If no records are available, Chief, Records Section issues Certificate of Non-Availability of Records.</i></p>	<p>None</p>	<p>10 minutes</p>	<p><i>Staff</i></p>
	<p>4. Issue the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Assessor, Records Section</i></p>
<p>4. Present the OPS to the Cashier for payment</p>	<p>5. Issue the Official Receipt</p>	<p>Certification Fee (per document requested): Php 500.00 Legal Research Fee: Php 10.00 Express Lane Fee: Php 500.00</p>	<p>10 minutes</p>	<p><i>Cashier</i></p>

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5. Submit Official Receipt to the Records Section	6. Receive the Official Receipt (OR) Send Official receipts to Records Section	None	10 minutes 5 days	<i>Records Custodian, Records Section</i>
	7. Print the Certification, verifier affixes initial on the copies, and Chief, Records Section signs the Certification.	None	15 minutes	<i>Records Custodian and Chief Records Section</i>
	8. Log the release of the document (indicating the docket number, date/time of release, and other pertinent information)	None	3 minutes	<i>Records Custodian Records Section</i>
6. Receive the certified copies of requested documents	9. Release the documents	None	3 minutes	<i>Records Custodian Records Section</i>
	TOTAL:	Php 1,010.00	5 days	

24. Alien Registration Program (ARP)

The ARP (in Compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual Special Security Registration Number (SSRN). The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	BI Zamboanga Field Office
Classification:	Simple Transaction

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Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All foreign nationals living in the Philippines.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;	1. Receiving Desk/Couter - BI ZFO		
2. 2x2 picture with white background, and must be taken within the last three (3) months from the date of application (4 pieces);	2. Applicant		
3. Passport Biopage, latest arrival stamp (1 photocopy each);	3. Applicant		
4. Proof of Payment of Previous and Latest Visa Extensions (1 photocopy); and,	4. Applicant		
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy).	5. Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form and documentary requirements.	1. Review of subject's details upon receipt of CGAF for ARP.	None	2 minutes	Staff
	2. Encoding of subject's details.	None	3 minutes	Staff

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2. Biometrics - photo capturing and fingerprint scanning.	3. Performs biometrics to the subject - photo capturing and fingerprint scanning.	None	5 minutes	ARP Officer
3. Release of SSRN (if necessary)	4. Review of subject's details and biometrics.	None	2 minutes	ARP Officer
	5. Printing of SSRN, if needed for ECC application.	None	3 minutes	ARP Officer
TOTAL:			15 minutes	



SIARGAO IMMIGRATION SATELLITE OFFICE EXTERNAL SERVICES



1. Tourist Visa Extension – Visa Waiver

Office or Division:	Siargao Immigration Satellite Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		BI Siargao Satellite Office / BI Website www.immigration.gov.ph/
1. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		
2. Passport of the applicant (original)		Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
<i>Additional requirements per visa category:</i>		
1. Special Power of Attorney (SPA); and		Applicant
2. One (1) valid Identification Card of the representative; as applicable 2.		
Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled- out application form, original passport and other supporting documents	1.1 Receive and review the application form for completeness and correct attachments	None	5 minutes	<i>Receiving Window</i>
	1.2 Check the derogatory record <i>Without derogatory hit</i> Issue BI Clearance Certificate <i>With derogatory hit</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	3 minutes	<i>Assessor</i>
	1.3 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	3 minutes	<i>Assessor</i>
	1.4 Assess the Miscellaneous fees.	None	5 minutes	<i>Assessor</i>
	1.5 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	2 minutes	<i>Staff in charge</i>



2. Present the Order of Payment Slip (OPS) to Cashier for payment	2. Issue the Official Receipt (OR).	Express Lane: Php 3,130 w/ valid visa Php 4,140 w/ expired visa Regular Lane: Php 2,130 w/ valid visa	5 minutes	<i>Cashier</i>
3. Submit the OR	3.1 Review the correctness of payment and visa validity printed on the receipt.	None	2 minutes	Visa Reviewing and Approving Officer
	3.2 Implement the visa extension	None	3 minutes	<i>Implementing Officer</i>
4. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	4. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Receiving and Releasing Counter</i>
TOTAL		<i>Total fees depends on number of months extended</i>	30 inutes	



2. Tourist Visa Extension – after 59 days

Office or Division:	Siargao Immigration Satellite Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements are the following:		BI Siargao Satellite Office / BI Website www.immigration.gov.ph/
4. Accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa (IRD04.QF.004 Rev 01)		
5. Passport of the applicant (original)		Applicant
6. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
<i>Additional requirements per visa category:</i>		Applicant
1. Special Power of Attorney (SPA); and		
3. One (1) valid Identification Card of the representative; as applicable 2.		
Photocopy of BI Accreditation ID of the Travel Agent		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled- out application form, original passport and other supporting documents	1.1 Receive and review the application form for completeness and correct attachments	None	5 minutes	<i>Receiving Window</i>
	1.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	3 minutes	<i>Assessor</i>
	1.3 Assessment of fees.	None	5 minutes	<i>Assessor</i>
	1.4 Issue Order of Payment Slip and instruct the applicant to pay corresponding fees	None	2 minutes	<i>Staff in charge</i>
2. Present the Order of Payment Slip (OPS) to Cashier for payment	2. Issue the Official Receipt (OR).	Varies depending on the number of months applied for by the client.	5 minutes	<i>Cashier</i>
	2.1 Visa Implement and approval	None	2 minutes	<i>Visa Reviewing and Approving Officer</i>
3. Receive and Approved Tourist Visa Extension	3. Release of the Approved Tourist Visa Extension	None	2 minutes	<i>Receiving and Releasing Counter</i>



TOTAL	<i>Total fees depends on number of months extended</i>	24 minutes
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies

Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00
b. 14-15 years of age	3,150.00



c. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	1,640.00
b. 14-15 years of age	2,640.00
c. 16 years above	2,890.00



EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
6) Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
7) Visa Waiver for foreign nationals admitted under EO 408	3,130.00
8) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
9) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00

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ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
10) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



2. Alien Registration Program (ARP)

Office or Division:	Siargao Immigration Satellite Office			
Classification:	Simple transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	Foreigners applying to visa extension			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished form, passport		Window		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to window	Encode details in the ARP System	None	5 minutes	Staff in charge



3. Emigration Clearance Certificate (ECC)

Issuance of Emigration Clearance Certificate (ECC) Series A & B

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Siargao Immigration Satellite Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 5. Bonafide seamen with BI-approved discharge, who stayed for thirty days and beyond.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2015-08-001 Rev 0 - Emigration Clearance Certificate (ECC) Application Form	Counter
2. BI Form 2015-08-001B Rev 0 - Emigration Clearance Certificate (2 certificate)	Counter
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (3 pieces)	Applicant



4. Passport Biopage, Latest arrival stamp (1 photocopy each)		Applicant		
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	ARP Window
2. Cashier for payment	2. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier
3. Submit the Official Receipt (OR)	3.1 staff receives the OR	None	2 minutes	Receiving/Releasing Staff-Window



	3.2 For Fingerprint Verification, staff encodes and prints the ECC/CE for review of the ACO	None	10 minutes	<i>ECC Typist</i>
	3.3 Final review and approval	None	5 minutes	Alien Control Officer
	4.4 Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff Window</i>
	TOTAL:		35 minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)	



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Siargao Immigration Satellite Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit checklist requirements to the of to Window	1. Assess the fees	None	5 minutes	Assessor
2. Submit payment to cashier	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier



TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	
	2.1 Released		5 minutes	<i>Staff Releasing Window</i>
	TOTAL	None	20 minutes	



**SM AURA IMMIGRATION SATELLITE OFFICE
EXTERNAL SERVICE**



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

Extension of RP of ACR I-Card based registered aliens with permanent resident visa and Extension of SRC of ACR I-Card based registered aliens with temporary resident visa.

Office or Division:	Alien Registration Unit (ARU)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Aliens who hold ACR I-Card with permanent resident visa or temporary resident visa, who departed for a temporary sojourn abroad but intend to return with expiring or expired RP or SRC.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter for extension of RP/SRC addressed to the BI Commissioner thru Chief ARD	Applicant
2. ACR I-Card (1 photocopy)	
3. Passport's Biopage and latest departure (1 photocopy)	
4. Copy of Official Receipt of RP/SRC/ECC payment/s	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Secure the checklist of requirements and application form</p>	<p>1. Provide the applicant with the checklist of requirements, application form and general ACR I-Card information,</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff</i> Alien Registration Unit (Window 7)</p>
<p>2. Submit the filled-out application form and other documentary requirements</p>	<p>2.1 Receive the application, check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS). 2.2 Notify the applicant of the lacking document/s, if any.</p>	<p>None</p>	<p>10 to 15 Minutes</p>	<p><i>Staff</i> Alien Registration Unit (Window 7)</p>



<p>3. Present the OPS to Cashier for payment</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>For one (1) year: P2,010.00 (plus MR fees P510.00, if applicable);</p> <p>For six (6) months: P1,510.00 (plus MR fees P510.00, if applicable)</p>	<p>10 Minutes</p>	<p><i>Cashier Cash Unit (Window 19)</i></p>
<p>4. Submit the application with OR.</p>	<p>4.1 Receive the application and endorse to the assigned Registration Officer.</p>	<p>None</p>	<p>5 to 10 Minutes</p>	<p><i>Staff Alien Registration Unit (Window 7)</i></p>
	<p>4.2 Write the valid extension period of RP/SRC on the OR.</p>	<p>None</p>		<p><i>Registration Officer Alien Registration Unit (Window 7)</i></p>
	<p>4.23 Review; implement RP or SRC extension in the ACR I-Card system.</p>	<p>None</p>	<p>1 Hour</p>	<p><i>Registration Officer Alien Registration Unit (Window 7)</i></p>



5. Claim the document/s. (Extension of RP or SRC)	5. Release the original OR with notation of Extension of RP or SRC to subject. Note: Proof of release or applicant's receipt of the document recorded in the logbook.	None	1 Hour	Staff Alien Registration Unit (Window 7)
	TOTAL	For one (1) year: P2,010.00 (plus MR fees P510.00, if applicable); For six (6) months: P1,510.00 (plus MR fees P510.00, if applicable)	1 Hour, 45 Minutes	

2. ACR I-Card Cancellation

Office or Division:	Alien Registration Unit (ARU)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may Avail	Holders of ACR I-Card with downgraded visa, left for good, deceased, visa forfeiture or visa canceled, arrived with tourist visa and arrived with other visas



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for Cancellation of ACR I-Card (2 copies) 2. Original ACR I-Card (to be surrendered), or Affidavit of Loss in case of lost ACR I-card 3. Photocopy of ACR I-Card (front and back portion) (2 photocopy) 4. Passport biopage of applicant (2 photocopy) 5. Official Receipt of applicable fees (1 photocopy)	Applicant
Additional Requirements: A. Downgrading Order, if visa downgraded (1 photocopy) B. Order of Visa Forfeiture/Visa Cancellation, if visa is forfeited or cancelled (1 photocopy) C. Photocopy of Latest departure/arrival stamp, if applicant left for good and ACR I-Card has already expired. D. Death Certificate, as applicable	
E. Special Power of Attorney (SPA), as applicable	Client/ Accredited Representative
F. Photocopy of ID of liaison officer/accredited representative	Client being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive, evaluate the documentary requirements and issues the Order of Payment Slip (OPS).	None	15 Minutes	<i>Registration Officer</i> Alien Registration Unit (Window 7)



<p>2. Present the OPS to the Cashier for payment.</p>	<p>2. Issue the Official Receipt (OR).</p>	<p>Application Fee: PHP 500</p> <p>Legal Research Fee (LRF): PHP 10</p> <p>Express Lane Fee: PHP 500 And other applicable fees</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Cash Unit (Window 19)</p>
<p>3. Proceed to Window 7 for submission of request for ACR I-Card Cancellation.</p>	<p>3. Receive the application for I-Card cancellation</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff</i> Alien Registration Unit (Window 7)</p>
	<p>3.1. Provide the receiving copy to the applicant</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff</i> Alien Registration Unit (Window 7)</p>
	<p>3.2 Recommend the cancellation of ACR I-card in the ARD database system and drafting of NWR.</p>	<p>None</p>	<p>2 Days</p>	<p><i>Alien Control Officer</i> BI SM Aura Satellite Office</p>
	<p>3.3 Transmit NWR for recommendation and forward to ARD, Main Office</p>	<p>None</p>	<p>1 Day</p>	<p><i>Liaison Officer</i></p>



	TOTAL	PHP 1010	3 Days and 35 Minutes	
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3. Annual Report (AR)

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) Days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Alien Registration Unit (ARU)		
Classification:	Simple Transaction		
Type of Transaction:	Government To Citizen (G2C)		
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original ACR I-Card and/or ACR Paper-based		1. Applicant	
2. Original Passport Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		2. Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the checklist of requirements to the Registration Officer.	1. Assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> Alien Registration Unit (Window 1,4 or 6)
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report (AR) Fee: PHP 300 Legal Research Fee (LRF): PHP 10 <i>Note: Admin fine of 200/month but not exceeding of PHP 2,000 per year and MR fee amounting to PHP 1,010 for failure to pay the annual report for the first 60 Days of every calendar year pursuant to RA 562, Section 10, as amended.</i>	10 Minutes per applicant	<i>Cashier</i> Cash Unit (Window 18)
	TOTAL:	P 310 (if no violation of Sec. 10)	15 Minutes	



4. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Unit (ARU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL). 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form 2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form 3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates) 		Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph
<ol style="list-style-type: none"> 4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces) 5. 2x2 picture of parent/guardian with white background (2 pieces) 6. Passport Biopage, Latest arrival stamp (1 photocopy each) 7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy) 8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy) 		Applicant



<i>If traveling with parent:</i> a.) Photocopy of parent's passport biopage; b.) Duly authenticated Birth Certificate or Affidavit of relationship	Applicant
<i>If travelling with legal guardian:</i> a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	Parent/Guardian
<i>If travelling alone:</i> a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	Parent/Guardian
<i>For native born foreign passport holders with one Filipino parent (initial departure):</i> a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application.	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
2. Secure the Order of Payment Slip (OPS).	2. Issues of Order Payment Slip (OPS).	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
3. Submit application for derogatory checking.	3. Check for derogatory records. <i>If none found, proceed to Step 4.</i>	None	5 Minutes	<i>Derogatory Checker</i> Derogatory and Travel Record Unit (Window 13)
4. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	See Table	5 Minutes	<i>Cashier</i> Cash Unit (Window 19)



5. For downgraded applicants: Submit the Official Receipt (OR),	5. ARU staff receives the official receipt	None	5 Minutes	ECC Assessor Alien Registration Unit (Window 7)
For all other applicants: Proceed to Window 5 for Alien Registration Program (ARP)	Conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 Minutes	ARP Officer Alien Registration Unit (Window 5)
6. Receive Claim Stub	6. Issue claim stub	None	2 Minutes	Staff Alien Registration Unit (Window 7)
	6.1 Print the ECC/CE for review	None	2-3 Days	Staff Alien Registration Unit
	6.2 Final review and approval	None		Alien Control Officer BI SM Aura Satellite Office
7. Presents the claim stub	5. Releases the approved ECC/CE	None	3 Minutes	Staff Alien Registration Unit (Window 7)
	TOTAL:		3 Days and 38 Minutes	

Transaction for Minor with previous extensions or updates



Certificate of Exemption (PHP 200) + LRF (PHP 10)
A-Cert Fee (PHP 500) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)
Express Lane Fee (PHP 500), <i>if all fees paid</i>
Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 500)
A-Cert Fee (PHP 500) + Certificate of Exemption (PHP 200) + LRF (PHP 20) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

5. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Alien Registration Unit (ARU)
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Classification:	Simple Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL) 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph Alien Registration Unit Window		
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form			

<ol style="list-style-type: none"> 3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces) 4. Passport Biopage, Latest arrival stamp (2 photocopy each) 5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy) <p>Additional Requirement:</p> <ol style="list-style-type: none"> 1. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy) 	Applicant		
2. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application.	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
2. Secure the Order of Payment Slip (OPS).	2. Issues of Order Payment Slip (OPS).	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
3. Submit application for derogatory checking.	3. Check for derogatory records. <i>If none found, proceed to Step 4.</i>	None	5 Minutes	<i>Derogatory Checker</i> Derogatory and Travel Record Unit (Window 13)
4. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	See Table	5 Minutes	<i>Cashier</i> Cash Unit (Window 19)
5. <i>For downgraded applicants:</i> Submit the Official Receipt (OR),	5. ARU staff receives the official receipt	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
<i>For all other applicants:</i> Proceed to Window 5 for Alien Registration Program (ARP)	Conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 Minutes	<i>ARP Officer</i> Alien Registration Unit (Window 5)
6. Receive Claim Stub	6. Issue claim stub	None	2 Minutes	<i>Staff</i> Alien Registration Unit (Window 7)



	6.1 Print the ECC/CE for review	None	2-3 Days	Staff Alien Registration Unit
	6.2 Final review and approval	None		Alien Control Officer BI SM Aura Satellite Office
7. Presents the claim stub	7. Releases the approved ECC/CE	None	3 Minutes	Staff Alien Registration Unit (Window 7)
	<i>For applicants with OTL</i> 8. Prepare turnover document, ECC will be transmitted at the airport	None	10 Minutes	Staff Administrative Support
	8.1 Submit the turnover document to BCIU together with all the original documents from the applicants with OTL.	None	1-2 Days	Staff Administrative Support
	TOTAL:		3 Days and 38 Minutes	
	TOTAL for OTL:		5 Days and 48 Minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)
ACR Fee (PHP 1,000) + LRF (PHP 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)



Express Lane Fee (PHP 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (PHP 500)
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

6.Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Alien Registration Unit (ARU)
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
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	WHERE TO SECURE
1. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	1.Applicant
2. Passport biopage, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	2.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documentary requirements.	1. Evaluate the presented documents.	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
2. Secure the Order of Payment Slip (OPS).	2. Issues of Order Payment Slip (OPS).	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)
3. Submit application for derogatory checking.	3. Check for derogatory records. <i>If none found, proceed to Step 4.</i>	None	5 Minutes	<i>Derogatory Checker</i> Derogatory and Travel Record Unit (Window 13)
4. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	See Table	5 Minutes	<i>Cashier</i> Cash Unit (Window 19)
5. Submit the OR	5. Encode the Official Receipt for the issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's OR the ECC/CE-B number and RP/SRC validity	None	5 Minutes	<i>ECC Assessor</i> Alien Registration Unit (Window 7)



6. Claim the OR with notation of RP/SRC Validity	6. Release O.R. to the applicant.	None	2 Minutes	ECC Assessor Alien Registration Unit (Window 7)
	TOTAL		27 Minutes	

RP/SRC (1 YEAR) ADULT- PHP 1400 (RP/SRC), PHP 700 (ECC-B), PHP 250 (Head Tax), PHP 30 (LRF), PHP 500 (Express Lane Fee)
RP/SRC (6 MONS.) ADULT- PHP 700 (RP/SRC), PHP 700 (ECC-B), PHP 250 (Head Tax), PHP 20 (LRF), PHP 500 (Express Lane Fee)
RP/SRC (1 YEAR) MINOR- PHP 1400 (RP/SRC), PHP 200 (CE-B), PHP 30 (LRF), PHP 500 (Express Lane Fee)
RP/SRC (6 MONS) MINOR- PHP 700 (RP/SRC), PHP 200 (CE-B), PHP 20 (LRF), PHP 500 (Express Lane Fee)

7. Renewal of ACR I-card without amendment

Office or Division:	Alien Registration Unit (ARU)	
Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa).	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly filled-out BI FORM 2015-08-002 Rev 0	1. Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph Alien Registration Unit Window



2. Original ACR I-Card (to be surrendered)	2.Applicant
3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay	3.Applicant
4. Photocopy of Board of Commissioners (BOC) Approval (1 photocopy)	4.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements and secure OPS.	1.1 Evaluate the application for completeness and discrepancies, assess fees and issue Order of Payment Slip (OPS) 1.12 Advise re-registration applicants to return to ARU Officer after payment of fees. 1.3 Sign the Checklist of Requirements.	None	10 Minutes	ACR I-Card Renewal Assessor Alien Registration Unit (Window 7)
2. Submit application for derogatory checking.	2. Check for derogatory records. <i>If none found, proceed to Step 3.</i>	None	5 Minutes	<i>Derogatory Checker</i> Derogatory and Travel Record Unit (Window 13)



<p>3. Present the OPS to the Cashier for payment</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>ACR I-Card Fee: 50 USD (BSP Forex Rate)</p> <p>Express Lane Fee (ELF): PHP 500</p> <p>See below table for other applicable fees</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Cash Unit (Window 19)</p>
<p>4. Proceed to Window 5 for Alien Registration Program (ARP).</p>	<p>4. Process the capturing of applicant's biometric information (photograph, fingerprints, and signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>ARP Officer</i> Alien Registration Unit (Window 5)</p>
<p>5. Receive Claim Stub</p>	<p>5. Prepare NWR 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.</p>	<p>None</p>	<p>30 Minutes</p>	<p>ACR I-Card Renewal Assessor Alien Registration Unit (Window 7)</p>
	<p>6. Recommend approval of NWR.</p>	<p>None</p>	<p>1-2 Days</p>	<p><i>Alien Control Officer</i> BI SM Aura Satellite Office</p>
	<p>6.1 Transmit to the Main Office</p>	<p>None</p>		<p><i>Liaison Officer</i></p>



	TOTAL		2 Days, 1 Hour	
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8. Renewal/ Re-Issuance/Amendment of Entries in the ACR I-Card

Renewal of expired ACR I-Card with amendment of entry/ies of aliens with:

- (i) Permanent resident visa (except native-born visa),
- (ii) Temporary resident visa.

Re-issuance of Lost ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Re-issuance of Damaged ACR I-Card of aliens with permanent resident visa (except native-born visa) or temporary resident visa.

Office or Division:	Alien Registration Unit (ARU)		
Classification:	Complex Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may avail:	Aliens holder of ACR I-Card with permanent resident visa (except native-born visa) or temporary resident visa.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly filled-out BI FORM 2015-08-002 Rev 0		1. Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph Alien Registration Unit Window	
2. Original ACR I-Card		2. Applicant	
3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay.		3. Applicant	



<p>Additional Requirements:</p> <p>Letter request for early renewal or explanation for late renewal</p>	<p>Applicant</p>
<p>Lost ACR I-Card:</p> <p>(i) Letter request (ii) Affidavit of Loss (iii) Police Report (iv) Biometric (fingerprinting) capturing after filing of application</p>	<p>Lost ACR I-Card</p> <p>(i) Applicant (ii) Applicant (iii) Nearest Police Station where lost occurred. (iv) Window 5</p>
<p><u>For Amendment/s:</u></p> <p><i>Name/DOB:</i></p> <p>(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><u>For Amendment/s</u></p> <p><i>Name/DOB:</i></p> <p>(i) Issuing Court (ii) PSA (iii) Applicant (iv) ARD Fingerprint Section</p>
<p><i>Citizenship/Nationality:</i></p> <p>(i) Official document proving change of citizenship/nationality (e.g. passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality</p>	<p><i>Citizenship/Nationality:</i></p> <p>(i) Applicant (ii) Applicant</p>



<p><i>Civil Status:</i> (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) (ii) Affidavit of Change of Civil Status</p>	<p><i>Civil Status:</i> (i) PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents (ii) Applicant</p>
<p><i>Address:</i> (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii) Affidavit of Change of Address</p>	<p><i>Address:</i> (i) LGU of applicant's place of residence (ii) Applicant</p>
<p><i>Damaged ACR I-Card:</i> (i) Original ACR I-Card (to be surrendered) (ii) Official receipts of payment for applicable fees (iii) Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	<p><i>Damaged ACR I-Card:</i> (i) Applicant (ii) Cashier Window 19, secure assessment of fees at Window 7 (iii) Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Submit the filled-out application form and documentary requirements and secure OPS.</p>	<p>1. Evaluate the application for completeness and discrepancies, assess fees and issue Order of Payment Slip (OPS)</p> <p>1.1 Advise re-registration applicants to return to ARU Officer after payment of fees.</p> <p>1.2 Sign the Checklist of Requirements.</p>	<p>None</p>	<p>10 Minutes</p>	<p>ACR I-Card Renewal Assessor Alien Registration Unit (Window 7)</p>
<p>2. Submit application for derogatory checking.</p>	<p>2. Check for derogatory records. <i>If none found, proceed to Step 3.</i></p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Derogatory Checker</i> Derogatory and Travel Record Unit (Window 13)</p>
<p>3. Present the OPS to the Cashier for payment</p>	<p>3. Issue the Official Receipt (OR).</p>	<p>See table below</p>	<p>10 Minutes</p>	<p><i>Cashier</i> Cash Unit (Window 19)</p>
<p>4. Proceed to Window 5 for Alien Registration Program (ARP).</p>	<p>4. Process the capturing of applicant's biometric information (photograph, fingerprints, and signature) and conduct identity verification for applications with lost I-card, amendment/inclusion of name, correction of date of birth, re-registration, ACR replacement.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>ARP Officer</i> Alien Registration Unit (Window 5)</p>
<p>5. Receive Claim Stub</p>	<p>5. Prepare NWR 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.</p>	<p>None</p>	<p>30 Minutes</p>	<p>ACR I-Card Renewal Assessor Alien Registration Unit (Window 7)</p>



	6. Recommend approval of NWR	None	1-2 Days	<i>Alien Control Officer</i> BI SM Aura Satellite Office
	6.1 Transmit to the Main Office	None		<i>Liaison Officer</i>
	TOTAL		2 Days, 1 Hour	

A	For Lost ACR I-Card: <ul style="list-style-type: none"> ▪ ACR I-Card fee ▪ <u>Express Lane fee</u> ▪ D.O. CRTV/CRTS/CRTT/CRPE-(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 P1,000.0 0 P 20.00 <u>P1,000.0</u> <u>0</u>
B	with Amendment/s: <ul style="list-style-type: none"> •Amendment fee/item •Admin.Fine/month if applicable •Admin.Fine/year if applicable 	P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: <ul style="list-style-type: none"> ▪ 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: <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>



E	Re-registration fees (upon reaching 14 yrs of age) Admin.Fine/month if applicable Admin.Fine/year if applicable	P1,510.0 0 P 200.00 P2,400.0 0
F	ACR Replacement fee every ten years (for adult) A-Cert fee (for minor)	P1,510.00 P1,010.00

9. Downgrading of Visa

Downgrade of visa from immigrant or non-immigrant visa temporary visitor's visa or 9(a).

Office or Division:	Downgrading and TAC Unit	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail	All foreign nationals with active/expired visas	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><i>List of requirements are indicated in BI Form IRD01.QF.001 Rev 2 which can be accessed at www.immigration.gov.ph, copies available at Downgrading and TAC Unit (Window 12)</i></p>		

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<p>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.</p> <p>a) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein;</p> <p>b) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and</p>	<p>Applicant</p>
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<p>2. Photocopy of passport biopage, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay.</p> <p><i>Additional requirements per visa category:</i> For Pre-Arranged Employee Commercial Visa and Non-Commercial Visa (Missionary), request must be accompanied by a Certificate of Employment/Certification of Missionary Work from the petitioning company/congregation;</p> <p>For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), request 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>For 47(A)2 visa, request must be accompanied by a copy of the DOJ Indorsement granting the visa and proof of notice of downgrading from the DOJ;</p> <p>For Special visa (CWV, SCWV, SCIV, FWV, etc), request must be accompanied by a Cancellation Order from the Special Economic Zone authorities; or</p> <p>For 9(E) visa (Accredited Foreign Government Officials), request must be accompanied with a Certificate of Employment from the Embassy/Consulate/International Organization, Endorsement from the Department of Foreign Affairs and copy of Embassy's Note Verbale, if applicable.</p>	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for	1. Review the completeness of application and eligibility of applicant		5 Minutes	Assessor Downgrading and TAC Unit (Window 12)

assessment.	1.1. Issue the Order of Payment Slip (OPS)	None	5 Minutes	Assessor Downgrading and TAC Unit (Window 12)
	1.2. Check the Derogatory records.		10 Minutes	Assessor Derogatory and Travel Record Unit (Window 13)
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: PHP 3,520 Valid Visa PHP 4,250 Visa expired (within 59 Days)	5 to 10 Minutes	Cashier Cash Unit (Window 19)
3. Submit the complete application.	3. Receive the application. Attach the duplicate OR to the folder of the applicant.	None	5 Minutes	Assessor Downgrading and TAC Unit (Window 12)
4. Receive the original OR.	4. Provide original OR to the applicant.	None	30 seconds	Assessor Downgrading and TAC Unit (Window 12)
	4.1. Draft the Order of Downgrading.	None	10 Minutes	Assessor Downgrading and TAC Unit (Window 12)
	<i>For Subport: Transmit application to IRD Main Office</i>	None	3-4 Days*	<i>Liaison Officer</i>

	4.2. Review the Order of Downgrading.	None	10 Minutes	Staff IRD (Main Office)
	4.3. Approve/Disapprove the Order.	None	10 Minutes	Chief IRD (Main Office)
	4.4. Final Approval/Disapproval of the Commissioner	None	1 day	Commissioner
	<i>For Subport: Transmit application from IRD Main Office to Subport</i>	None	3-4 Days*	Liaison Officer
5. Contact BI SM Aura Satellite Office for update approval of the application.	5. Inform the client through email on the approval of the downgrading.	None	5 Minutes	Staff PIAU
6. Submit the passport upon notification of the approval of visa downgrading.	6. Check the Derogatory record before implementation.	None	10-20 Minutes	Assessor Derogatory and Travel Record Unit (Window 13)
7. Await for the implementation of the downgrading.	7. Implement the Downgrading of visa on passport and order.	None	5 Minutes	Immigration Officer Downgrading and TAC Unit (Window 12)



8. Receive the copy of Order and passport with the implemented downgrading.	8. Release the passport and copy of order.	None	1 Minute	Staff Downgrading and TAC Unit (Window 12)
	TOTAL time if processed under Express Lane thru Subport Offices	Total fees depends on visa validity	6-8 working Days*	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time

10. Transfer of Admission Stamp from Old / Lost/ Cancelled Passport

Foreign nationals who have new passports. The admission status in the latest arrival stamp in the lost or cancelled passport is transferred to the new passport.

Office or Division:	Downgrading and TAC Unit
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may Avail:	All foreign nationals who have a new passport
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>List of requirements are indicated in BI Form IRD01.QF.002 REV 03 which can be accessed at www.immigration.gov.ph, copies available at Downgrading and TAC Unit (Window 12)</p>	



1. Duly accomplished application form (IRD01.QF.006 Rev 3)	1.Applicant
2. Certificate of Travel	2.Certification and Clearance Section
3. Passenger Manifest or airline Certification	3.BI Records Section
4. Original old passport (if available)	4.Airline
5. Original new passport/travel document (ONLY for lost passport)	5.Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	6.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Staff</i> Downgrading and TAC Unit (Window 12)
2. Await the completion of the application.	2.1 Notify the client to await the completion of the application.	None	30 Seconds	<i>Staff</i> Downgrading and TAC Unit (Window 12)
	2.2 Check the Derogatory records.	None	10 Minutes	<i>Assessor</i> Derogatory and Travel Record Unit (Window 13)
	2.3 Review and approve the application	None	10 Minutes	<i>Staff</i> Downgrading and TAC Unit (Window 12)

	2.4 To implement the transfer on passport	None	10 Minutes	<i>Implementation Officer</i> Downgrading and TAC Unit (Window 12)
3. Receives the passport with the transfer of latest arrival to new passport.	3. Release the passport.	None	1 Minute	<i>Staff</i> Downgrading and TAC Unit (Window 12)
	TOTAL if application is filed thru Subport Offices		40-45 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

11. Amendment of Admission

It is a procedure of changing the appropriate admission of foreign nationals who have visa statuses other than 9(a) visa but failed to present the required documentation upon admission.

Office or Division:	Downgrading and TAC Unit		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign nationals with incorrect admission		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<i>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Downgrading and TAC Unit (Window 12)</i>			
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	1.Applicant		
2. Valid original passport	2.Applicant		



<p>3. Present: 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</p>	<p>3.Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sign the application form and submit together with requirements</p>	<p>1. Receive the application form, check the correctness and completeness of all the documents submitted.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Staff</i> Downgrading and TAC Unit (Window 12)</p>
<p>2. Await the completion of the application.</p>	<p>2. Notify the client to await the completion of the application.</p>	<p>None</p>	<p>30 Seconds</p>	<p><i>Staff</i> Downgrading and TAC Unit (Window 12)</p>
	<p>2.1. Check the Derogatory records.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Assessor</i> Derogatory and Travel Record Unit (Window 13)</p>
	<p>2.2 Review and approve the application</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Staff</i> Downgrading and TAC Unit (Window 12)</p>
	<p>2.3. Implement the amendment on passport</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Immigration Officer</i> Downgrading and TAC Unit (Window 12)</p>
<p>3. Receives the passport with the amendment.</p>	<p>3. Release the passport.</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Staff</i> Downgrading and TAC Unit (Window 12)</p>

	TOTAL if application is filed thru Subport Offices		40-45 Minutes	
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Processing time is for single application, compounds for each added application, subject to existing ARTA policies

12. Correction of Admission

It is a procedure of changing the erroneous admission made in the ports to the appropriate admission status.

Office or Division:	Downgrading and TAC Unit		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign nationals with erroneous admission		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<i>List of requirements are indicated in BI Form IRD01.QF.003 Rev 1 which can be accessed at www.immigration.gov.ph, copies available at Downgrading and TAC Unit (Window 12)</i>			
1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 03)	1.Applicant		
2. Valid original passport	2.Applicant		
3. Present: 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	3.Applicant		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the application form and submit together with requirements	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Staff</i> Downgrading and TAC Unit (Window 12)
2. Await the completion of the application.	2. Notify the client to await the completion of the application.	None	30 Seconds	<i>Staff</i> Downgrading and TAC Unit (Window 12)
	2.1. Check the Derogatory records.	None	10 Minutes	<i>Assessor</i> Derogatory and Travel Record Unit (Window 13)
	2.2 Review and approve the application	None	10 Minutes	<i>Staff</i> Downgrading and TAC Unit (Window 12)
	2.3. To implement the correction on passport	None	10 Minutes	<i>Immigration Officer</i> Downgrading and TAC Unit (Window 12)
3. Receives the passport with the correction.	3. Release the passport.	None	1 Minute	<i>Staff</i> Downgrading and TAC Unit (Window 12)
	TOTAL if application is filed thru Subport Offices		40-45 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

13. Issuance of 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:	Special Study Permit (SSP) Unit	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 1. Below 18 years old; 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;		1. Applicant or petitioning school
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 2). If the applicant is a minor, it shall be signed by the parent or the legal guardian;		2. Public Information Assistance Unit (PIAU) / BI Website: www.immigration.gov.ph
3. Photocopy of passport bio-page and latest admission with valid authorized stay;		3. Applicant



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 applicants below 18 years of age;	4.Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	5.Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and,	6.National Bureau of Investigation
7. BI Clearance Certificate.	7 /SSP Unit Counter (Window 2 or 3)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive, evaluate the documentary requirements, check derogatory record and issues the Order of Payment Slip (OPS).	None	15 Minutes	SSP Assessor SSP Unit Counter (Window 2 or 3)



2. Secure the Order of Payment Slip (OPS)	2. Assess the fees and issue the Order of Payment Slip (OPS)	None	5 Minutes	SSP Assessor SSP Unit Counter (Window 2 or 3)
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 5,240.00 plus ACR I-Card Fee USD 50.00 <i>(BSP Forex Rate)</i> REGULAR: PHP 3,740.00 plus ACR I-Card Fee USD 50.00 <i>(BSP Forex Rate)</i>	10 Minutes	Cashier Cash Unit (Window 19)
4. Submit the Official Receipt (OR).	4. Encode subject's details in Visa Application Information System (VAIS).	None	5 Minutes	SSP Assessor SSP Unit Counter (Window 2 or 3)



	4.1 Prepare SSP order for approval/disapproval	None	15 Minutes	SSP Assessor SSP Unit Counter
	4.2 Review and recommend approval.	None	2 to 3 Days (Express) 5-7 Days (Regular)	SSP Assessor PWP and SWP Unit Counter
	4.3 Final review and approval	None		<i>Alien Control Officer</i> BI SM Aura Satellite Office
5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 Minutes	SSP Assessor PWP and SWP Unit Counter (Window 2 or 3)
	TOTAL (Express)	PHP 5,240.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	2 to 3 Days	



	TOTAL (Regular)	PHP 3,740.00 plus ACR I-Card Fee USD 50.00 (BSP Forex Rate)	5 to 7 Days	
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SM NORTH IMMIGRATION SATELLITE OFFICE EXTERNAL SERVICES



1. Alien Registration Unit (ARU)

1.1 Annual Report (AR)

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) Working Days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	SM North Satellite Office-Alien Registration Unit (ARU)	
Classification:	Simple Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or Paper-based		Applicant
2. Original Passport		Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the checklist of requirements to the Registration Officer.	1. Assess the fees and issue the Order of Payment Slip (OPS).	None	5 Minutes	<i>Registration Officer</i> Alien Registration Unit
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	<p style="text-align: center;">Annual Report (AR) Fee: PHP 300</p> <p style="text-align: center;">Legal Research Fee (LRF): PHP 10</p> <p><i>Note:</i> Admin fine of 200/month but not exceeding of PHP 2,000 per year and MR fee amounting to PHP 1,010 for failure to pay the annual report for the first 60 Working Days of every calendar year pursuant to RA 562, Section 10, as amended.</p>	10 Minutes	<i>Cashier</i> Cash Unit (Window 3)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	P 310 (if no violation of Sec. 10)	15 minutes	

1.2 Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	SM North Satellite Office-Alien Registration Unit (ARU)		
Classification:	Simple Transaction		
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)		
Who may avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 4. All aliens with approved Orders to Leave (OTL)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph Alien Registration Unit Windo	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form			
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces) 4. Passport Biopage, Latest arrival stamp (2 photocopy each) 5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy) Additional Requirement: 1. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		Applicant	

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2. National Bureau of Investigation (NBI) Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	NBI
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application.	None	5 minutes	ECC Assessor
2. Secure the Order of Payment Slip (OPS).	2. Issues of OPS	None	5 minutes	ECC Assessor
3. Submit application for derogatory checking.	3. Check for derogatory records. <i>If none found, proceed to Step 4.</i>	None	5 minutes	Derogatory Checker Derogatory and Travel Record Unit
4. Present the OPS to the Cashier for payment	4. Issue the Official Receipt (OR).	See Table	5 minutes	Cashier Cash Unit (Window 3)
5. <i>For downgraded applicants:</i> Submit the Official Receipt (OR), <i>For all other applicants:</i> Proceed to person in charge for Alien Registration Program (ARP)	5. ARU staff receives the official receipt Conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 minutes	ECC Assessor ARP Officer
6. Receive Claim Stub	6. Issue claim stub	None	2 Minutes	Staff
	6.1 Print the ECC/CE for review	None	3 Working Working Days	Staff
	6.2 Final review and approval	None		Alien Control Officer BI SM North Satellite Office
7. Presents the claim stub	7. Releases the approved ECC/CE	None	3 Minutes	Staff
TOTAL			3 Working Working Days and	



		38 Minutes	
Transaction for Adult with previous extensions or updates			
Emigration Clearance Certificate (PHP700) + LRF (PHP 10)			
ACR Fee (PHP 1,000) + LRF (PHP 10)			
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (PHP 1,400) + LRF (PHP 10)			
Express Lane Fee (PHP 500), <i>if all fees paid</i>			
Adult (14 years old above)- Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country			
ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (PHP 500)			
ACR Fee (PHP 1,000) + ECC (PHP 700) + NBCR Fee (PHP 1,400) + LRF (PHP 30) + Express Lane Fee (PHP 500)			
Annual Report Fee (PHP 300) + LRF (PHP 10), Administrative fine per month for annual report (upon issuance of foreign passport) - PHP 200/month but not exceeding of PHP 2,000/year			
Administrative fine per month for late registration (upon issuance of foreign passport)- PHP 200/month but not exceeding of PHP 2,000/year			

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

2. Special Study Permit Unit (SSP)

2.1. Special Study Permit Unit (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:	SM North Satellite Office- Special Study Permit (SSP) Unit	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals, who are: 1. Below 18 years old; 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 ESDA courses; or 4. Enrolled and admitted in an English Language Program; or 5. Enrolled in Preschool, Primary or Secondary Levels; and 6. Cross-enrollees.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;		Applicant or petitioning school
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 2). If the applicant is a minor, it shall be signed by the parent or the legal guardian;		Public Information Assistance Unit (PIAU) / BI Website: www.immigration.gov.ph
3. Photocopy of passport bio-page and latest admission with valid authorized stay;		Applicant
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of		Petitioning school

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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 applicants below 18 years of age;	
5. Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and,	National Bureau of Investigation
7. BI Clearance Certificate.	SSP Unit Counter (Window 1)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive, evaluate the documentary requirements, check derogatory record and issues the Order of Payment Slip (OPS).	None	15 minutes	SSP Assessor SSP Unit Counter
2. Secure the Order of Payment Slip (OPS)	2. Assess the fees and issue the Order of Payment Slip (OPS)	None	5 minutes	SSP Assessor SSP Unit Counter
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	EXPRESS: PHP 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate) REGULAR: PHP 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	10 minutes	Cashier Cash Unit (Window 3)
4. Submit the Official Receipt (OR).	4. Encode subject's details in Visa Application Information System (VAIS).	None	5 minutes	SSP Assessor SSP Unit Counter
	4.1 Prepare SSP order for approval/disapproval	None	15 minutes	SSP Assessor SSP Unit Counter
	4.2 Review and recommend approval.	None	3 Working Days	SSP Assessor PWP and SWP Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Final review and approval	None	(Express) 7 Working Days (Regular)	Counter (Window 1) <i>Alien Control Officer</i> BI SM North Satellite Office
5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	<i>SSP Assessor</i> PWP and SWP Unit Counter (Window 1)
TOTAL for EXPRESS		PHP 5,240.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	3 Working Days	
TOTAL for REGULAR		PHP 3,740.00 plus ACR I-Card Fee U.S. \$50.00 (BSP Forex Rate)	57 Working Days	

3. Special Work Permit and Provisional Work Permit (SWP & PWP) Unit

3.1. Provisional Work Permit (PWP)

PWP is issued to a foreign national during the pendency of an application for pre-arranged employment visa.

Office or Division:	SM North Satellite Office-PWP and SWP Unit	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Issued to a foreign national during the pendency of an application for pre-arranged employment visa.	
CHECKLIST OF REQUIREMENTS PRINCIPAL - APPLICANT		WHERE TO SECURE
1.	Letter-request addressed to the Commissioner from the Petitioning company	Petitioning company
2.	Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	Public Information Assistance Unit (PIAU) / BI Website: www.immigration.gov.ph
3.	Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;	Applicant
4.	Duly acknowledged Contract of Service, 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;	Applicant
5.	For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;	Applicant
6.	For Corporation or Partnership, 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;	Applicant
7.	Photocopy of the official receipt of AEP or 9g application;	Applicant

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8. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);	Applicant
9. Special Temporary Permit for an applicant who intends to practice profession regulated by the Professional Regulation Commission (PRC); and,	Applicant
10. BI Clearance Certificate	PWP and SWP Unit Counter (Window 1)

CHECKLIST OF REQUIREMENTS PETITIONER-COMPANY	WHERE TO SECURE
1. Photocopy of Petitioner's Income Tax Return (ITR) 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 created companies, submit a 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 copy of ITR with proof of filing;	Petitioning company
2. Submit the following: a. For Corporations or Partnerships, photocopies of the following: • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and, • General Information Sheet (GIS) for the current year, stamped received by SEC. b. For Single Proprietorships, photocopies of the following: Department of Trade and Industry's Certificate of Registration of Business Name	Petitioning company
3. Mayor's Permit.	Petitioning company

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive, evaluate the documentary requirements, check derogatory record and issues the Order of Payment Slip (OPS).	None	15 minutes	<i>PWP Assessor</i> PWP and SWP Unit Counter (Window 1)
2. Secure the Order of Payment Slip (OPS)	2. Assess the fees and issue the Order of Payment Slip (OPS)	None	5 minutes	<i>PWP Assessor</i> PWP and SWP Unit Counter (Window 1)
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,040.00	10 minutes	<i>Cashier</i> Cash Unit (Window 3)
4. Submit the Official Receipt (OR).	4. Encode subject's details in Visa Application Information System (VAIS).	None	5 minutes	<i>PWP Assessor</i> PWP and SWP Unit Counter (Window 1)
	4.1 Prepare PWP order for approval/disapproval	None	15 minutes	<i>PWP Assessor</i> PWP and SWP Unit Counter
	4.2 Review and recommend approval.	None	1 day	<i>PWP Assessor</i> PWP and SWP Unit Counter
	4.3 Final review and approval	None	1 to 2 days	<i>Alien Control Officer</i> BI SM North Satellite Office
5. Present claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipts.	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	<i>PWP Assessor</i> PWP and SWP Unit Counter (Window 1)
TOTAL		Php 4,040.00	3 days and 55 minutes	



3.2. Special Working Permit (SWP)

Issued to foreign national who shall engage in gainful employment for three to six months.

Office or Division:	PWP and SWP Unit
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)
Who may avail:	<p>All foreign nationals, who intend to work, engage in specific activities, or render services outside of an employment arrangement, such as:</p> <ol style="list-style-type: none"> 1. Professional athletes, coaches, trainers and assistants; 2. International performers with exceptional abilities; 3. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; 4. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; 5. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; 6. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; 7. Foreign journalists practicing their profession or covering a specific event in the country; 8. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities; 9. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); 10. Religious missionaries and preachers; 11. Commercial models and talents; 12. Culinary specialists/ Chefs; 13. Professionals; and 14. Consultants or specialists.

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-request addressed to the Commissioner from the Petitioning company. -OR- Letter request addressed to the Commissioner from the petitioning company/promoter/Organizer stating the following: <ol style="list-style-type: none"> a. The name/s of the performing foreign artist/s or athlete/s, including members of the production crew, training staff and other personnel involved in the event/competition; b. The itinerary and scheduled events where the foreign artist/s or athlete/s will perform; c. An undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; 	Applicant
Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3)	Public Information Assistance Unit (PIAU) / BI Website: www.immigration.gov.ph
Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant or petitioning company
Endorsement from the following: <ol style="list-style-type: none"> a. For concerts and performances: <ol style="list-style-type: none"> i. Asosasyon ng Musikong Pillipino (AMP) for musicians or Organisasyon ng Pilipinong Mang-aawit (OPM) for singers; and, ii. Filipino Society of Composers, Authors, and Publishers (FILSCAP) for public musical performances (concerts) of copyrighted works; b. For athletes, trainers, coaches and participants: <ol style="list-style-type: none"> i. Philippine Sports Commission; ii. Philippine Olympic Committee; OR c. For religious preachers, any of the following: CBCP, PCEC, INC., JIL and other religious sects; 	Applicant (<i>for SWP-Athletes and Artists</i>)
Certification under oath by the petitioning company that SWP request is applicant(s) first or extension SWP application (whichever is applicable); and will work exclusively for the petitioning company and the position stated in the SWP application	Petitioner / Company
Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Form 1901,	Applicant

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1904, AEP with TIN)	
<p>Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties Submit the following documents for the particular positions (if applicable):</p> <p>a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:</p> <p>a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment);</p> <p>a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).</p> <p>For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).</p>	Applicant (for SWP-Commercial)
BI Clearance Certificate	PWP and SWP Unit Counter (Window 1)
<p>For Corporations, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; • Articles of Incorporation (AOI); and • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>For Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration; and • Articles of Partnership (AOP). <p>For Single Proprietorships, photocopies of the following:</p> <p>Department of Trade and Industry's Certificate of Registration of Business Name.</p>	Petitioner / Company (for SWP-Commercial)
<p>For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS.</p>	Petitioner / Company (for SWP-Commercial)
Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt,	

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<p>bank teller’s validation slip, BIR’s eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment.</p>	
<p>For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing.</p>	
<p><i>If applicable,</i></p> <p>a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.</p> <p>b. For Religious Preacher application, submit endorsement from any of the following religious entities: b.1.) CBCP, b.2.) PCEC, b.3.) INC, b.4.) JIL, or, b.5.) Other legitimate religious sects.</p> <p>c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following: c.1.) For Commercial Models: FAP. c.2.) For Foreign Journalists: Malacañang Press Corps. c.3.) For Trainees: GOCC or Sponsoring Private Entity.</p>	<p>Applicant</p>
<p>Mayor’s Permit</p>	<p>Applicant</p>
<p>A sworn declaration of the petitioning company operating in the Philippines:</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by</p>	

the petitioning companies within the Philippines where they intend to render short- term work/services).	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1. Receive, evaluate the documentary requirements, check derogatory record and issues the Order of Payment Slip (OPS).	None	15 minutes	<i>SWP Assessor</i> PWP and SWP Unit Counter (Window 1)
2. Secure the Order of Payment Slip (OPS)	2. Assess the fees and issue the Order of Payment Slip (OPS)	None	5 minutes	<i>SWP Assessor</i> PWP and SWP Unit Counter (Window 1)
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 6,440.00	10 minutes	<i>Cashier</i> Cash Unit (Window 3)
4. Submit the Official Receipt (OR).	4. Encode subject's details in Visa Application Information System (VAIS).	None	5 minutes	<i>SWP Assessor</i> PWP and SWP Unit Counter (Window 1)
	4.1 Prepare SWP order for approval/disapproval	None	15 minutes	<i>SWP Assessor</i> PWP and SWP Unit Counter
	4.2 Review and recommend approval.	None	1 day	<i>SWP Assessor</i> PWP and SWP Unit Counter
	4.3 Final review and approval	None	1 to 2 days	<i>Alien Control Officer</i> BI SM North Satellite Office
5. Present claim stub and receive the passport, BI Clearance Certificate,	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipts.	None	5 minutes	<i>SWP Assessor</i> PWP and SWP Unit Counter

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approved Order and Official Receipts.				(Window 1)
	TOTAL	Php 6,440.00	3 days and 55 minutes	

4. TOURIST VISA UNIT

4.1. Extension of Tourist Visa – Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	SM North Satellite Office- Tourist Visa Unit (TVU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order. No. 408 and 9(a)-30 entry visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form		Public Information Assistance Unit (PIAU) BI Website www.immigration.gov.ph
2. Passport of the applicant (original)		Applicant
3. Bio page of the passport and latest arrival stamp (1 photocopy)		Applicant
Additional requirements per visa category: 1. Special Power of Attorney (SPA); and One (1) valid Identification Card of the representative; as applicable Photocopy of BI Accreditation ID of the Travel Agent		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessor Tourist Visa Unit (Window 1)
	1.1 Check the derogatory record <i>Without derogatory hit:</i>	None	15 Minutes	Assessor Tourist Visa Unit (Window 1)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) at our Main Office in Intramuros, Manila for processing of appropriate derogatory clearance			
	1.2 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessor Tourist Visa Unit (Window 1)
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor Tourist Visa Unit (Window 1)
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	Express Lane: Php 3,030 w/ valid visa Php 4,040 w/ expired visa Regular Lane: Php 2,030 w/ valid visa	10 Minutes	Cashier Cash Unit (Window 3)
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer Tourist Visa Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Implementation Officer</i> Tourist Visa Unit
	3.2 For express lane applicants, advise clients to return after an hour. For regular lane processed applications, advise to return after 2-3 working days.	None	2 minutes	<i>Assessor</i> Tourist Visa Unit (Window 1)
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Releasing Officer</i> Tourist Visa Unit (Window 1)
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Releasing Officer</i> Tourist Visa Unit (Window 21)
TOTAL for EXPRESS		Php 3,030	1 hour and 4 minutes	
TOTAL for REGULAR		Php 2,030	2-3 working days	



4.2 Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines

Office or Division:	Tourist Visa Unit (TVU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Day	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter
	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter

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E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
F. For holders of Indian passports with AJACSSUK Visa:FSC 36-10; 14 days	Allowed to extend only for 7 days
G. Executive Order No. 408 (EO408); 30 Days	1) Initial extension of 29 days visa waiver 2) Extendible monthly or every 2 or 6 months thereafter
H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 or 6 months
I. Tourist Visa under Section 9(A); 60 Days for APEC Business Travel Card (ABTC) holders	Extendible monthly or 2 or 6 months per Immigration Operations Order No. SBM-2013-030
J. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days 2) Extendible monthly or every 2 months thereafter
K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days	Extendible monthly or every 2 months

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BIIRD04.QF. 001.Rev 02) Form	Public Information Assistance Unit (PIAU) BI Website: www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant

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3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent, as applicable.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Review the completeness of application	None	5 Minutes	Assessor Tourist Visa Unit (Window 1)

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	<p>1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) at our Main Office in Intramuros, Manila for processing of appropriate derogatory clearance</p>	None	15 Minutes	Assessor Tourist Visa Unit (Window 1)
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	13 Minutes	Assessor Tourist Visa Unit (Window 1)
	1.3 Issue the Order of payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor Tourist Visa Unit (Window 1)
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier Cash Unit (Window 3)
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer Tourist Visa Unit

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	3.1 Implementation of visa extension	<i>None</i>	5 Minutes	<i>Visa Implementer Tourist Visa Unit</i>
	3.2 For express lane applicants, advise clients to return after an hour. For regular lane processed applications, advise to return after 2-3 working days.	<i>None</i>	2 Minutes	<i>Assessor Tourist Visa Unit (Window 1)</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	<i>None</i>	2 Minutes	<i>Releasing Officer Tourist Visa Unit (Window 1)</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	<i>None</i>	2 Minutes	<i>Releasing Officer Tourist Visa Unit (Window 1)</i>
	TOTAL (Express Lane)	Total fees depend on visa category and	1 hour and 4 minutes	
	TOTAL (Regular Lane)		2-3working days	

4.3. Extension of Authorized Stay of Temporary Visitors Overstaying for More than Six (6) Months but not Exceeding Twelve (12) Months

Temporary visitors overstaying for (6) months and 1 day to 12 months may apply for extension upon the approval of the Commissioner

Office or Division:	Tourist Visa Unit (TVU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been overstaying in the country for more than six (6) months but not more than one (1) year. The recommendation of the Chief, IRD and approval of the Commissioner is required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		Public Information Assistance Unit (PIAU) / BI Website: www.immigration.gov.ph
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant

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5. Birth Certificate if applicant is a child	Applicant
<i>Additional requirements:</i>	Applicant
1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent, as applicable.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents	1. Receive and review the application form for completeness and correct attachments	None	5 Minutes	Assessor Tourist Visa Unit (Window 1)

	<p>1.1. Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) at our Main Office in Intramuros, Manila for processing of appropriate derogatory clearance.</p>		15 minutes	
2. Secure the Official Payment Slip (OPS).	2. Assess the fees and issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees.	None	3 minutes	Assessor Tourist Visa Unit (Window 1)
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	None	10 minutes	Cashier Cash Section (Window 3)
4. Receive the claim stub	4. Issue the claim stub to applicant indicating the date of release.	None	2 minutes	Assessor Tourist Visa Unit (Window 1)

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	4.1 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay	None	1 day	Assessor Tourist Visa Unit (Window 1)
	4.2 Draft the Order.	None	1-2 days	Staff-in-charge Tourist Visa Unit
	4.3 Review and sign Order for endorsement to the C, IRD	None		Alien Control Officer BI SM North Satellite Office
	4.4 Transmit the signed Order to the Immigration Regulation Division (IRD) – Main.	None		Liaison Officer
	4.5 Forward the Approved/Disapproved Order to BI SM North Satellite Office for implementation	None	1-3 days	Liaison Officer
	4.6 Approval of visa extension	None	5 Minutes	Visa Approving Officer Tourist Visa Unit
	4.7 Implementation of visa extension	None	5 Minutes	Visa Implementer Tourist Visa Unit

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	4.8 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge</i> Tourist Visa Unit (Window 1)
5. Submit the claim stub and receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	5. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Releasing Officer</i> Tourist Visa Unit (Window 1)
	TOTAL:	<i>Total fees depend on number of months overstayed</i>	6 days and 52 minutes	



4.4. Extension of Stay beyond the Maximum allowable stay prescribed in Section 2 of SBM-2013-003

Temporary visitors staying beyond 24 months for visa required nationals and 36 months for non-visa required nationals.

Office or Division:	Tourist Visa Unit (TVU)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals who have been staying in the country beyond their maximum allowable stay.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.004)		BI Public Information Assistance Unit / BI Website www.immigration.gov.ph
2. Notarized letter of explanation for overstaying		Applicant
3. Passport of the applicant (original)		Applicant
4. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)		Applicant
5. Birth Certificate if applicant is a child		Applicant

<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification card of the representative; as applicable or 2. BI Accreditation ID of the Travel Agent (1 photocopy) 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the completely filled-out application form, original passport and other supporting documents</p>	<p>1. Receive and review the application form for completeness and correct attachments</p>	<p>None</p>	<p>5 Minutes</p>	<p>Assessor Tourist Visa Unit (Window 1)</p>
<p>2. Receive the claim stub</p>	<p>2. Issue the claim stub to applicant indicating the date of release.</p>	<p>None</p>	<p>2 minutes</p>	<p>Assessor Tourist Visa Unit (Window 1)</p>

	<p>2.1 Check the derogatory records.</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) at our Main Office in Intramuros, Manila for processing of appropriate derogatory clearance.</p>	None	1 day	<p>Assessor Tourist Visa Unit (Window 1)</p>
	<p>2.2 Verify the travel record (latest arrival details, admission status, etc.) and latest extension of stay</p>	None		<p>Assessor Tourist Visa Unit (Window 1)</p>
	<p>2.3 Draft the Order.</p>	None	1 - 2 days	<p><i>Staff-in-charge</i> Tourist Visa Unit</p>
	<p>2.4 Review and sign Order for endorsement to the C, IRD</p>	None		<p><i>Alien Control Officer</i> BI SM Aura Satellite Office</p>
	<p>2.5 Transmit the signed Order to the Immigration Regulation Division (IRD) – Main.</p>	None		<p><i>Liaison Officer</i></p>

	2.6 Forward the Approved/Disapproved Order to BI SM North Satellite Office for implementation	None	1 – 3 days	<i>Liaison Officer</i>
	2.7 Notify the applicant via email or contact number provided.	None	5 minutes	<i>Staff-in-charge Tourist Visa Unit</i>
3. Present the claim stub	3.1 Assess the fees.	None	10 minutes	<i>Assessor Tourist Visa Unit (Window 1)</i>
	3.2 Issue Order of Payment Slip (OPS) and instruct the applicant to pay the corresponding fees	None	3 minutes	<i>Assessor Tourist Visa Unit (Window 1)</i>
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (OR).	None	10 minutes	<i>Cashier Cash Section (Window 3)</i>
5. Submit the OR.	5.1 Review the correctness of payment and visa validity printed on the receipt.	None	10 minutes	<i>Visa Reviewing and Approving Officer Tourist Visa Unit</i>
	5.2 Enter the approval in the BI system.	None	5 minutes	

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6. Receive the passport, BI Clearance Certificate, Approved Order and Official Receipt	6. Release the passport, BI Clearance Certificate, Approved Order and Official Receipt	None	2 minutes	<i>Releasing Officer</i> Tourist Visa Unit (Window 21)
	TOTAL:	<i>Total fees depend on number of months overstayed</i>	6 days and 52 minutes	



MACTAN-CEBU IMMIGRATION SATELLITE OFFICE (GAISANO) EXTERNAL SERVICES



1. Alien Registration Program

Office or Division:	Mactan-Cebu Immigration Satellite Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408 whose stay exceeds fifty-nine days	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Passport		Applicant
2. BI Form 2014-08-019 Rev 0		Receiving Counter (Counter 1)
3. 2x2 ID Picture with white background		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the BI Form 2014-08-019 Rev 0 / ARP Form, original passport and 2x2 ID Picture to Counter 2.	1. Check the BI Form 2014-08-019 Rev 0 / ARP Form if all required entries are filled out completely.	None	10 minutes	<i>Evaluation Officer</i> Counter 2
2. Prepare with image capturing and biometrics.	2. Start the process, from image capturing, getting the biometrics and encoding the client's information.	None	30 minutes	<i>Evaluation Officer</i>
3. Release of ARP Claim stub and passport.	3. Releasing of passport and claim stub indicating the Special Security Registration Number (SSRN).	None	10 minutes	<i>Evaluation Officer</i> Counter 2



TOTAL	0.00	50 minutes to 1 hour (depending on the availability of the system to save the application.	
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2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Mactan-Cebu Immigration Satellite Office
Classification:	Simple Transaction
Type of Transaction:	Government To Citizen (G2C)
Who may avail:	All Registered Aliens with valid ACR I-Card and updated Annual Report Payment
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to Counter 2.	1. Review the completeness of application details and enter applicant’s ACR I-Card Number / Online Registration Number in the system.	None	5 minutes	Assessor/s Counter 3



	1.1 Assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	Assessor/s
2. Submit the OPS to the cashier for payment.	2. Issuance and releasing of Official Receipt (OR)	<p>Annual Report Fee: Php 300.00</p> <p>Legal Research Fee (LRF): Php10.00</p> <p>Note: Admin fine of 200 / month but not exceeding of Php 2,000 per year and MR fee amounting to Php1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended.</p>	10 minutes per reportees	Cashier/s Counter 4
TOTAL		P 310 (if no violation of Sec. 10)	20 minutes	



3. Payment, Encoding and Releasing Of ACR I-Card (Temporary Visitors Visa)

Office or Division:	Mactan-Cebu Immigration Satellite Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order No. 408 and whose stay exceeds fifty-nine (59) days
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original Passport	Applicant
2. CGAF Form (Indicating the client's complete information)	Receiving Counter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out CGAF form, original passport and other supporting documents to Counter 2.	1. Receive and review the completeness of CGAF form (Civil Status, height, weight, address, contact number etc.)	None	10 Minutes	Assessor/s Counter 3
2. Wait for the Assessment of Fees.	2. Assess the fees and issue the Order of Payment Slip (OPS) to the applicant.	None	5 minutes	Assessor/s



3. Present the OPS to the cashier for payment.	3. Issue the Official Receipt (OR)	Sample computation: 50 USD + Icard Processing (Php 2,800 + Php 500 = Php 3,300) Note: Tourist ACR I-Card fee to be included in the Visa Extension after 59 days of stay.	10 minutes	Cashier/s Counter 4
4. Releasing	4. Releasing of passport, Official Receipt (OR) and other important instructions.	None	5 minutes	Implementer / Releasing Officer
Note: Tourist ACR I-Card to be released after 3-4 weeks hence the printing of ACR I-Card is to be done at the BI-Main Office, Intramuros Manila.				
TOTAL		Php 3,300 + the Visa Extension Fee (Calculated according to BSP Forex Rate on the date of payment)		



4. 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:	BI-Mactan Satellite Office
Classification:	Simple Transaction/ Complex Transaction
Type of Transaction:	Government to Business (G2B)
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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	WHERE TO SECURE
Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant / client & petitioning school
Duly 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;	BI website or Receiving Counter
Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant



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 applicants below 18 years of age;	Petitioning school
Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation
BI Clearance Certificate	Assessment Counter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with a checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	Receiving Counter Counter 1
2. Submit the duly accomplished application form and supporting documents.	2. Review the completeness of application details and enter applicant's details in the system.	None	1 hour	Evaluation Officer / Assessor
	2.1 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessor/s Counter 3
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR)	Php 4,740.00 Express	10 minutes	Cashier Counter 4
4. Wait for the Implementation and releasing of SSP Order	4. Print two copies of SSP Order and endorsement letter.	None	1-2 hours	Implementer
	4.1 Affix signature of Evaluation Officer and Alien Control Officer.	None	1 hour	Evaluation Officer /Alien Control Officer

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5. Releasing	5. Release passport and Official Receipt (OR) to the Liaison Officer.	None	10 minutes	Releasing Officer
6. Releasing of SSP Order	6. Releasing of approved SSP Order to the Liaison Officer.	None	2-3 days	Admin Staff
TOTAL		Php 4,740.00		



5. Tourist Visa and Long Stay Visitors Visa Extension (LSVVE)

Office or Division:	Mactan-Cebu Immigration Satellite Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals admitted under Executive Order No. 408 and whose stay exceeds fifty-nine (59) days
CHECKLIST OF REQUIREMENTS	
1. Original Passport	Applicant
2. CGAF Form	Receiving Counter
3. Official Receipts (OR) of the previous extensions	Applicant
WHERE TO SECURE	
Additional requirements per visa category:	
<ol style="list-style-type: none"> Special Power of Attorney (SPA) and one valid Identification Card of representative Photocopy of BI Accreditation ID of the Travel Agent / Accredited School 	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out CGAF form, original passport and previous Official Receipts to Counter 2.	1. Review the completeness of CGAF form (Civil Status, height, weight, address, contact number etc.)	None	5 Minutes	Assessor/s
	1.1 Check the derogatory record	None	5 minutes	Assessor/s
	1.2 Verify the travel record (latest arrival details, admission status etc.)	None	5 minutes	Assessor/s
	1.3 Encode last extension and verify other payments (ACR I-Card, CRTV etc.)	None	5 minutes	Assessor/s (Counter 3)



	1.4 Issue the Order of Payment Slip (OPS) and inform the client about the total amount to be paid at the Cashier.	None	10 minutes	Assessor/s (Counter 3)
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR)	Total fees depends on the number of months requested and in which schedule of fees the subject may fall	5 minutes	(Counter 4) Cashier/s
3. Wait for the implementation and releasing of all documents.	3. Implementation of visa extension and checking the accuracy of the visa validity.	None	5 minutes	Implementer
4. Receive the passport, BI Clearance certificate and Official Receipt (OR)	4. Release the passport, BI Clearance certificate and Official Receipt (OR). Inform about the validity of the newly-issued visa and remind to keep the Official Receipt and present the same when applying for another extension.	None	5 minutes	Implementer / Releasing Officer (Counter 5)
TOTAL		Total fees depends on the number of months requested and in which schedule of fees the subject may fall	45 minutes (1 hour or more if run-time error in the system occurs)	



6. Visa Waiver

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	Mactan-Cebu Immigration Satellite Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	All foreign nationals admitted under Executive Order No. 408	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Passport		Applicant
2. CGAF Form (Indicating the client's complete information)		Receiving Counter (Counter 1)
Additional requirements per visa category:		
1. Special Power of Attorney (SPA) and one valid Identification Card of representative 2. Photocopy of BI Accreditation ID of the Travel Agent / Accredited School		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out CGAF form, original passport and other supporting documents to	1. Review the completeness of application form	None	5 Minutes	Assessor/s (Counter 3)



Counter 2.	1.1 Check the derogatory record Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise applicant to proceed to the Certification and Clearance Section (CCS) for processing of appropriate derogatory clearance	None	5 minutes	Assessor/s (Counter 3)
	1.2 Verify the travel record (latest arrival details, admission status etc.)	None	10 minutes	Assessor/s (Counter 3)
	1.3 Issue the Order of Payment Slip (OPS) and inform the client about the amount to be paid at the cashier.	None	5 minutes	Assessor/s (Counter 3)
2. Present the OPS to the cashier for payment.	2. Issue the official Receipt (OR)	Express Lane: Php 3,030 w/ valid visa Php 4,040 w/ expired visa	5 minutes	Cashier/s (Counter 4)
3. Wait for the implementation and releasing of the visa.	3. Implementation of visa extension and checking the accuracy of the visa validity	None	5 minutes	Implementer
4. Receive the passport, BI Clearance certificate and Official Receipt (OR)	4. Release the passport, BI Clearance Certificate and Official Receipt (OR). Inform about the validity of the newly- issued visa and remind to keep the Official Receipt and present the same when applying for another extension.	None	5 minutes	Implementer / Releasing Officer (Counter 5)



TOTAL	Php 3,030.00	40 minutes (1 hour or more if run-time error in the system occurs)	
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**MAKATI IMMIGRATION EXTENSION OFFICE
EXTERNAL SERVICES**



1. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourists may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Makati Immigration Extension Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)

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
. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days
G. Executive Order No. 408 (EO408); 30 Days	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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 days
K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A);	Extendible monthly or every 2 months



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	1. BI INFORMATION COUNTER Website www.immigration.gov.ph
2. Passport of the applicant (original)	2.Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	3.Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	4.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original	1.1 Review the completeness of application	None	5 Minutes	EVALUATOR/ Counter 1



passport and other supporting documents.	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 minutes	ASSESSOR TVE/ Counter 2 or 3
	1.3 Verify the travel record (latest arrival details, admission status, etc.)	None	15 minutes	
	1.4 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 minutes	
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	<i>See list of fees</i>	5 Minutes	Cashier/Counter 6
3. Process the Tourist Visa Extension	3.1 Applicant submit the OR, Passport, Dero Clearance Certificate and application form	None	5 minutes	<i>Visa Officer In Charge</i>

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	3.2 For Express - process APPROVAL and IMPLEMENTATION For Regular Lane - Notify the applicant to return after three (3) working days and release the OR duplicate to claim the passport	None		TVE/ Counter 7
	3.3 For Express - call out the applicant thru counter intercom and release the visa extension together with the OR, passport and Dero Certificate	None		
	3.4 Release the passport and OR with visa validity	None		
NOTE: RELEASE OF ACR-ICard (after seven (7) working days)	Present OR	None	1 minute	
	Release Tourist ACR-ICard	None	1 minute	



TOTAL minutes if processed under Express Lane	Total fees depends on visa category	50 Minutes	
TOTAL minutes if processed under Regular Lane		3 working days	

2. Long Stay Visitor's Visa Extension

Office or Division:	Makati Immigration Extension Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)



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. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	B. For holders of Portuguese -Macao passports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of Macau SAR passports: FSC 122-11; 14 Days	
	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	
	E. Executive Order No. 408 (EO 408); 30 Days	1. Initial extension of 29 days visa waiver 2. Extendible monthly or every 2 months thereafter
	F. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 months
	G. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	3. Initial extension of 31 days 4. Extendible monthly or every 2 months thereafter
H. For holders of Gibraltar or Israeli passports: Tourist Visa under Section 9(A); 59 Days	5. Extendible monthly or every 2 months	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)		1. BI INFORMATION COUNTER Website www.immigration.gov.ph

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2. Passport of the applicant (original)	2.Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	3.Applicant
<p><i>Additional requirements per visa category:</i></p> <p>1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent</p>	4.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original	1.1 Review the completeness of application	None	5 Minutes	EVALUATOR/ Counter 1



<p>passport and other supporting documents.</p>	<p>1.2 Check the derogatory record</p> <p><i>Without derogatory hit:</i> Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	<p>None</p>	<p>15 minutes</p>	<p>ASSESSOR TVE/ Counter 2 or 3</p>
<p>2. Present the OPS to the Cashier for payment.</p>	<p>2. Issue the Official Receipt (OR).</p>	<p><i>See list of fees</i></p>	<p>5 Minutes</p>	<p><i>Cashier/Counter 6</i></p>
<p>3. Process the Tourist Visa Extension</p>	<p>3.1 Applicant submit the OR, Passport, Dero Clearance Certificate and application form</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Visa Officer In Charge TVE/ Counter 7</i></p>
	<p>3.2 Process APPROVAL and IMPLEMENTATION</p>	<p>None</p>		
	<p>3.3 Call out the applicant thru counter intercom and release the visa extension together with the OR, passport and Dero Certificate</p>	<p>None</p>		



	3.4 Release the passport and OR with visa validity	None		
NOTE: RELEASE OF ACR-ICard (after seven (7) working days)	Present OR	None	1 minute	
	Release Tourist ACR-ICard	None	1 minute	
TOTAL minutes if processed under Express Lane		Total fees depends on visa category	50 Minutes	

3. Emigration Clearance Certificate (ECC) :ECC-A and Cert of Exemption

3.1. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Makati Immigration Extension Office
Classification:	Simple Transaction



Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may Avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (BI Makati) (2 certificate)		3.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4.Applicant
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		5.Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		6.Applicant

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7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	7.Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Evaluator/ Counter 9</i>
2. Secure the Order of Payment Slip (OPS).	2. The staff at the ARD Counter 9 transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor/ Counter 9</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier/Counter 6</i>
4. Submit the Official Receipt (OR)	4.1 Staff receives the OR and issues claim stub.	None	3 minutes	<i>Receiving/Releasing Staff/Counter 9</i>



	4.2 Prepare ECC/CE	None	1-2 days	Counter 9
	4.3 Final review and approval	None	30 minutes	Acting Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff/Counter 9</i>
TOTAL		Refer to the table of fees below	3 days	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)



ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>
Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year



Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine

3.2. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	Makati Immigration Extension Office
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Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond 2. All immigrants and non-immigrants with downgraded or expired visas. 3. Native-born temporary visitors' initial departure. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		2.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
3. BI Form 2014-04-08-021 Rev. 0- Certificate of Exemption (CE) (2 certificates)		3.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4.Applicant
5. 2x2 picture of parent/guardian with white background (2 pieces)		5.Applicant
6. Passport Biopage, Latest arrival stamp (1 photocopy each)		6.Applicant

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7. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	7.Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	8.Applicant
9.If traveling with parent: a.) Photocopy of parent's passport bio-page; b.) Duly authenticated Birth Certificate or Affidavit of relationship	9.Applicant
10.If travelling with legal guardian: a.) Photocopy of legal guardian's passport biopage; b.) Affidavit of relationship executed by legal guardian; c.) Affidavit of Authority or Consent to travel executed by parent/s	10.Parent/Guardian
11.If travelling alone: a.) Unaccompanied passenger certificate from the airline, b.) Written parental consent	11.Parent/Guardian
12.For native born foreign passport holders with one Filipino parent (initial departure): a.) Photocopy of PSA authenticated Birth Certificate of applicant; b.) For applicant below 14 years old, photocopy of passport biopage of travelling companion	12.Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	<i>Evaluator/Counter 9</i>
2. Secure the Order of Payment Slip (OPS).	2. The staff at the ARD Counter 9 transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 minutes	<i>Assessor/Counter 9</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier/Counter 6</i>
4. Submit the Official Receipt (OR)	4.1 Staff receives the OR and issues claim stub.	None	3 minutes	<i>Receiving/Releasing Staff/Counter 9</i>
	4.2 Prepare ECC/CE	None	1-2 days	Counter 9
	4.3 Final review and approval	None	30 minutes	Acting Alien Control Officer
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	<i>Receiving/Releasing Staff/Counter 9</i>



TOTAL:	Refer to the table of fees below	3 days	
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Transaction for Minor with previous extensions or updates	
Certificate of Exemption (Php 200) + LRF (Php 10)	
A-Cert Fee (Php 500) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Minor (14 years old below)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country	
ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)	
A-Cert Fee (Php 500) + Certificate of Exemption (Php 200) + LRF (Php 20) + Express Lane Fee (Php 500)	



Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

4. Issuance of Special Return Certificate (SRC), Re-Entry Permit (RP) with Emigration Clearance Certificate (ECC) Series B

Office or Division:	Makati Immigration Extension Office
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)



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	WHERE TO SECURE	
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)	1. Information Desk/Counter 9/ BI website: www.immigration.gov.ph	
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	2. Applicant	
3. Passport biopage, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	3. Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Receive the accomplished form and transmit the same to the assessors for derogatory checking	None	10 minutes	<i>Derogatory Record Checker Counter 4</i>

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2. Secure the Order of Payment (OPS)	2. The applicant shall be instructed to proceed to Counter 2 or 9 for the issuance of OPS.	None	5 minutes	Assessor, Counter 2 or 9
3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR).	Refer to the table of fees	5 minutes	Cashier, Counter 6
4. Claim the OR	4. Release O.R. to the applicant.	None		Cashier, Counter 6
TOTAL		Refer to the table of fees below	20 Minutes	

RP/SRC (1 YEAR) ADULT - Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)
RP/SRC (6 MONS.) ADULT - Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)



RP/SRC (1 YEAR) MINOR- Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)

RP/SRC (6 MONS) MINOR- Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)

5. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the "Alien Registration Act of 1950," ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.



Office or Division:	Makati Immigration Extension Office	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based		1.Applicant
2. Original Passport		2.Applicant
3. Online Registration		3.Applicant thru e-services.immigration.gov.ph
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit requirements to Counter 9	1. Evaluate Annual Report Documents	None	2 minutes	ARD in-charge, Counter 9
Submit Self for Photo Capturing	2. Conduct Photo Capturing of Reportee	None	1 minute	ARD in-charge, Counter 9
3. Secure Order of Payment Slip (OPS)	3. Issue OPS to reportee	None	2 minutes	ARD in-charge, Counter 9
4. Submit the OPS to the cashier for payment	4. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	5 minutes	Cashier, Counter 6
TOTAL:		P 310 (if no violation of Sec. 10)	10 minutes	

6. Alien Registration Program (ARP)

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Office or Division:	Makati Immigration Extension	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	Foreign nationals who stayed in the country for more than 59 days	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2. 2x2 picture with white background and must be taken within the last three (3) months from date of application		2.Applicant
3. Valid passport and Alien Certificate of Registration Identification Card (ACR I-card)		3.Applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the ARP requirements	1.1 Evaluate and Review the ARP Documents	None	5 minutes	ARD in-charge/Counter 9
	1.2 Check Derogatory Records	None	10 minutes	Derogatory Checker/Counter 4
2. Submit self for Photo Capturing	2. Conduct Photo Capturing of the Applicant	None	1 minute	ARD in-charge/Counter 9
TOTAL:		None	16 minutes	



7. ACR I-Card Issuance, Re-issuance, and Renewal

7.1. Issuance of ACR I-Card (New)

Office or Division:	Makati Immigration Extension Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Commercial); (2) 9D-Treaty Trader; and (3) Special Non Immigrant Visa under Section 47(a)(2) (Board of Investment-Department of Justice)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		2.Applicant
3. Official receipt of payment for the applicable fees (1 photocopy)		3.Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application of ACR I Card Issuance together with visa conversion application	1.1. Evaluate and Review documents submitted	None	5 minutes	ARD in-charge/Counter 9
	1.2. Check Derogatory Records		10 minutes	Derogatory Record Checker/Counter 4
2. Secure Order of Payment (OPS)	2. Issue OPS	None	5 minutes	Assessor/ Counter 2
3. Submit OPS to the Cashier for Payment	3. Issue Official Receipt	See list of fees	5 minutes	Cashier/Counter 6
4. File the ACR I-Card Issuance Application together with the visa conversion application	4. Receive application	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8
5. Personal Appearance for Photo and Biometric Capturing	5.1 Conduct Photo and Biometric Capturing	None	3 minutes	ARD in-charge/Counter 9

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	5.2 Prepare Transmittal of ACR I Card Issuance Transmittal	None	20-30 minutes	ARD in-charge/Counter 9
	5.3 Transmit application to and from (the printed ACR I-Card) the Main Office	None	15-20 working days	Liaison staff
6. Present Claim Stub and Proof of Approved Visa Implementation	6. Release ACR I-Card	None	5 minutes	JO/BOC-Non-BOC Staff/Counter 8
TOTAL		Refer to the table of fees below	21 working days	



7.2. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	Makati Immigration Extension Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Commercial); (2) 9D-Treaty Trader; and (3) Special Non Immigrant Visa under Section 47(a)(2) (Board of Investment Department of Justice)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1. Information Desk/Counter 9/ BI website: www.immigration.gov.ph

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<p>2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)</p>	<p>2. Applicant</p>
<p>3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)</p>	<p>3. Cashier</p>
<p>For Lost ACR I-Card:</p>	
<p>A. Affidavit of Loss (1 Copy)</p>	<p>A. Notary Public</p>
<p>B. Police Report on Loss of ACR I-Card</p>	<p>B. PNP</p>



<p>For Amendment of the following:</p>	
<p>A. Name -Court Order (if applicable) (1 Copy)</p>	<p>A. Court</p>
<p>B. Citizenship/Nationality Official document proving change of citizenship/nationality (1 Copy)</p>	<p>B. Court</p>
<p>C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address -Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>



2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)	2. Applicant
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)	3. Cashier
For Lost ACR I-Card:	
A. Affidavit of Loss (1 Copy)	A. Notary Public
B. Police Report on Loss of ACR I-Card	B. PNP
For Amendment of the following:	
A. Name -Court Order (if applicable) (1 Copy)	A. Court



<p>B. Citizenship/Nationality Official document proving change of citizenship/nationality (1 Copy)</p>	<p>B. Court</p>
<p>C. Civil Status - Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address -Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the application of ACR I-Card Issuance together with</p>	<p>1. Evaluate and Review documents submitted</p>	<p>None</p>	<p>5 minutes</p>	<p>ARD in-charge/Counter 9</p>

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Visa renewal application	1.1 Check Derogatory Records	none	10 minutes	Derogatory Record Checker/Counter 4
2. Secure Order of Payment	2. Issue OPS	none	5 minutes	Assessor/ Counter 2
3. Submit OPS to the Cashier for Payment	3. Issue Official Receipt	See list of fees	5 minutes	Cashier/Counter 6
4. File the ACR I-Card Issuance Application together with the visa renewal application	4. Receive application	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8
	5. Transmit ACR I-Card Renewal Application to ARD in charge/Counter 9	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8
	6. Prepare Transmittal of ACR I Card Issuance Transmittal	None	20-30 minutes	ARD in-charge/Counter 9
	7. Transmit application to and from (the printed ACR I-Card) the Main Office	None	15-20 working days	Liaison staff

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5. Present Claim Stub and Proof of Approved Visa Implementation	8. Release ACR I-Card	None	5 minutes	JO/BOC-Non-BOC Staff/Counter 8
TOTAL		See list of fees	21 working days	



8. Change of Address

Office or Division:	Makati Immigration Extension Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under Sec: (1) 9G (Commercial); (2) 9D-Treaty Trader; and (3) Special Non Immigrant Visa under Section 47(a)(2) (Board of Investment-Department of Justice)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Duly accomplished Consolidated General Application Form (CGAF)		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2.Photocopy of passport bio-page, visa implementation page and latest admission		2.Applicant
3. Photocopy of the official receipt of payment for the applicable fees		3.Cashier
4. Affidavit of Change Address		4. Public
5.Certificate of Residence from Barangay Captain		5.Office of the Barangay

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application of ACR I-Card Issuance together with visa renewal application	1.1 evaluate and review the documents submitted	None	5 minutes	ARD in charge / Counter 9
	1.2 check derogatory records	None	10 minutes	Derogatory Check Counter / Counter 4
2. Secure Order of Payment Slip (OPS)	2. Issue OPS	None	5 minutes	Assessor/ Counter 2
3. Submit OPS to the Cashier for payment	3. Issue Official Receipt	See list of fees	5 minutes	Cashier/Counter 6
4. File the ACR I-Card Issuance Application together with the visa renewal application	4. Receive application	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8



	4.1 Transmit ACR I-Card Renewal Application to ARD in-charge/Counter 9	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8
	4.2 Prepare Transmittal of ACR I-Card Issuance Transmittal	None	20-30 minutes	ARD in-charge/Counter 9
	4.3 Transmit application to and from (the printed ACR I-Card) the Main Office	None	15-20 working days	Liaison staff
5. Present Claim Stub and Proof of Approved Visa Implementation	5. Release ACR I-Card	None	5 minutes	JO/BOC-Non-BOC Staff/Counter 8
TOTAL		Refer to the table of fees below	21 days	

9. Re-Registration



Office or Division:	Makati Immigration Extension Office	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants who reach 14 years of age with Approved Visa under Sec: (1) 9G (Commercial); (2) 9D-Treaty Trader; and (3) Special Non-Immigrant Visa under Section 47(a)(2) (Board of Investment-Department of Justice)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Duly accomplished Consolidated General Application Form (CGAF)		1.Information Desk/Counter 9/ BI website: www.immigration.gov.ph
2.Photocopy of passport bio-page, visa implementation page and latest admission		2.Applicant
3.Photocopy of the official receipt of payment for the applicable fees		3.Cashier

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application of ACR I-Card Issuance together with visa renewal application	1.1 Evaluate and review the documents submitted	None	5 minutes	ARD in Charge/ Counter 9
	1.2 Check derogatory records	None	10 minutes	Derogatory Check Counter / Counter 4
2. Secure Order of Payment Slip	2. Issue OPS	None	5 minutes	Assessor/ Counter 2
3. Submit OPS to the Cashier for payment	3. Issue Official Receipt	See list of Fees	5 minutes	Cashier/Counter 6
4. File the ACR I-Card Issuance Application together with the visa renewal application	4. Receive application	None	1 minute	JO/BOC-Non-BOC Staff/Counter 8
5. Personal Appearance for Photo and Biometric Capturing	5.1 Conduct Photo and Biometric Capturing	None	3 minutes	ARD In Charge / Counter 9



	5.2 Prepare Transmittal of ACR I Card Issuance Transmittal	None	20-30 minutes	ARD in-charge/Counter 9
	5.3 Transmit application to and from (the printed ACR I Card) the Main Office	None	15-20 working days	Liaison staff
6. Present Claim Stub and Proof of Approved Visa Implementation	6. Release ACR I-Card	None	5 minutes	JO/BOC-Non-BOC Staff/Counter 8
TOTAL		See list of Fees	21 Days	

10. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.



Office or Division:	Makati Immigration Extension Office
Classification:	Highly Technical
Type of transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



I. VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

A. PRINCIPAL

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

IMPORTANT NOTE 1: Authorized representatives are:

- The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such

Information Desk or downloadable from www.immigration.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation</p>	<p>1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3.Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Evaluator/Counter 1</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for evaluation</p>	<p>2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>ARD/Counter 2</i></p>

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<p>3. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for Derogatory Record Ceck</p>	<p>3.1. Receives the ACR I-Card application and original passport, and check if there are any derogatory records 3.2 Put “No Derogatory Record Found” Stamp on Request Letter and CGAF</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Derogatory Record Checker/ Counter 4</i></p>
<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.3. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor/ Counter 2</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>Cashier, Counter 6</i></p>

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<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>1 minute</p>	<p>BOC and NON-BOC staff/ Counter 8</p>
<p>7.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I-Card</p>	<p>7.1. Captures the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5-10 minutes</p>	<p><i>ARD/ Counter 9</i></p>
<p>None</p>	<p>8. Prepares the Order and make sure that the completeness of documentary requirements submitted</p>	<p>None</p>	<p>2 hours</p>	<p><i>BOC and NON-BOC staff/ Counter 8</i></p>

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None	10. Transmit/Retrieve application to/from the Legal Division, Main Office	None	15-20 working days	<i>Liaison personnel</i>
11.1. Submits the original passport 11.2. Secures the passport and check the implemented visa if application is approved 11.3. Secures a copy of Order	11.1. Receives the original passport 11.2. Accept passport and implement the approved visa if application is approved Note: Tourist visa must be valid on the day of the approval of visa application 11.3. Releases the passport and certified true copy of Order	None	2 days per application	Acting Alien Control Officer
12.1. Presents the claim stub 12.2. Claims the ACR I-Card	12.1. Receives the claim stub 12.2. Releases the ACR I-Card	None	1 minute	<i>Counter 8</i>



TOTAL	Refer to table below	21 days	
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CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)

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A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

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B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

11. Conversion to Treaty Trader’s / Treaty Investor’s Visa – Section 9(D)

Under Section 9(d) of the Commonwealth Act No. 613 or the Philippine Immigration Act of 1940, this non-immigrant visa is granted to a foreign national entitled to enter the Philippines under and in pursuant 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.

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Office or Division:	Makati Immigration Extension Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A national of the United States of America (USA), Japan and Germany, who enters the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:</p> <p>(1) solely to carry on substantial trade principally between the Philippines and United States of America (USA), Japan and Germany; or</p> <p>(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, his/her spouse and/or the unmarried child below 21 years old.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



I. VISA APPLICATION

A. DOCUMENTARY

* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a. PRINCIPAL

1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

IMPORTANT

1: Authorized representatives are:

i. The executive

Information Desk or downloadable from www.immigration.gov.ph

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation</p>	<p>1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Evaluator/Counter 1</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for evaluation</p>	<p>2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>ARD/Counter 2</i></p>

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.3. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor/ Counter 2</i></p>
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<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3. Secures official receipt</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>Cashier, Counter 6</i></p>
<p>5.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>1 minute</p>	<p>BOC and NON-BOC staff/ Counter 8</p>
<p>6. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secures the claim stub for ACR I Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint) 6.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5-10 minutes</p>	<p><i>ARD/ Counter 9</i></p>

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None	7. Prepares the Order and make sure that the completeness of documentary requirements submitted	None	2 hours	<i>BOC and NON-BOC staff/ Counter 8</i>
None	8. Reviews the visa application and Order prepared	None	2 hours	Acting Alien Control Officer

<p>7.1. Presents the original passport and duly evaluated visa application for assessment of fees</p> <p>7.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>7.3. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application</p> <p>3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.3. Issues the Order of Payment Slip (OPS)</p>	None	5 minutes per application	<i>Assessor/ Counter 2</i>
<p>8.1 Submits the Order of Payment Slip (OPS)</p> <p>8.2. Pays the required fees</p> <p>8.3. Secures official receipt</p>	<p>8.1Receives the Order of Payment Slip (OPS)</p> <p>8.2Accept the payment based on the OPS</p> <p>8.3 Issues the official receipt</p>	Refer to table below	5 minutes per application	<i>Cashier, Counter 6</i>

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<p>9. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8</p>	<p>receives the duly evaluated visa application with attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>1 minute</p>	<p>BOC and NON-BOC staff/ Counter 8</p>
<p>10. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p> <p>Secures the claim stub for ACR I - Card</p>	<p>10.1 Captures the applicant's biometric information (photograph and fingerprint) 10.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5-10 minutes</p>	<p><i>ARD/ Counter 9</i></p>

<p>None</p>	<p>11. Prepares the Order and make sure that the completeness of documentary requirements submitted</p>	<p>None</p>	<p>2 hours</p>	<p><i>BOC and NON-BOC staff/ Counter 8</i></p>
<p>None</p>	<p>12. Reviews the visa application and Order prepared</p>	<p>None</p>	<p>2 hours</p>	<p>Acting Alien Control Officer</p>
<p>None</p>	<p>113. Transmit/Retrieve application to/from the Legal Division, Main Office</p>	<p>None</p>	<p>15-20 working days</p>	<p><i>Liaison personnel</i></p>

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<p>14.1. Submits the original passport</p> <p>14.2. Secures the passport and check the implemented visa if application is approved</p> <p>14.3. Secures a copy of Order</p>	<p>14.1. Receives the original passport</p> <p>14.2. Accept passport and implement the approved visa if application is approved</p> <p>Note: Tourist visa must be valid on the day of the approval of visa application</p> <p>14.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 days per application</p>	<p>Acting Alien Control Officer</p>
<p>15.1. Presents the claim stub 15.2. Claims the ACR I-Card</p>	<p>15.1. Receives the claim stub</p> <p>15.2. Releases the ACR I-Card</p>	<p>None</p>	<p>1 minute</p>	<p>Counter 8</p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>21 days</p>	

CONVERSION TO TREATY TRADER'S / TREATY INVESTOR'S VISA – SECTION 9(D) is covered under CA 613.

FEES TO BE PAID

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CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 9,620.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,650.00 USD 100.00	PHP 11,950.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,200.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,650.00 USD 150.00	PHP 15,750.00 USD 150.00	PHP 15,500.00 USD 150.00	PHP 15,000.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

Office or Division:	Makati Immigration Extension
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	The spouse and dependent, unmarried children under the age of 21 years of the Principal holder of a Pre Arranged Employee Visa - Commercial



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. DOCUMENTARY 1. Joint Letter request addressed to the Commissioner from the applicant and the petitioner	1.Applicant and Petitioner

2. Duly accomplished CGAFDuly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

IMPORTANT NOTE 1: Authorized representatives are:

iii.The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

iv.Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

v.Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner ~~notwithstanding the issuance of a Special Power of Attorney~~ in their favor, unless they are identified in (i), (ii) and (iii) above.

2.Information desk or downloadable from www.immigration.gov.ph

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<p>3. Principal's passport including biographical data page, latest visa implementation passport page, and latest arrival stamp passport page (1 photocopy each)</p>	<p>3. Principal Visa Holder</p>
<p>4. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest original passport for presentation and 1 photocopy each for submission) departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 photocopy each)</p>	<p>4. Applicant</p>



5. Proof of filiation with the principal visa holder

i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)

ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)

IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted

5. Philippine Statistics Office (PSA) or appropriate Local Civil Registry

Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities



for this requirement	
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<p>6. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in fact)</p>	<p>6. Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>7. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>7. Assessor/ Counter 2</p>



<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>8.ARD/ Counter 9</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation</p>	<p>1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Evaluator/Counter 1</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for evaluation</p>	<p>2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>ARD/Counter 2</i></p>

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<p>3.1. Presents the original passport and duly evaluated visa application for assessment of fees 3.2. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.3. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receives the passport and duly evaluated visa application 3.2. Returns the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.3. Issues the Order of Payment Slip (OPS)</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Assessor/ Counter 2</i></p>
<p>4.1. Submits the Order of Payment Slip (OPS) 4.2. Pays the required fees 4.3.</p>	<p>4.1. Receives the Order of Payment Slip (OPS) 4.2 Accept the payment based on the OPS 4.3 Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>Cashier, Counter 6</i></p>
<p>5. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8</p>	<p>5. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p>	<p>None</p>	<p>1 minute</p>	<p>BOC and NON-BOC staff/ Counter 8</p>

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<p>6.1. Attends the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)</p> <p>6.2. Secures the claim stub for ACR I-Card</p>	<p>6.1. Captures the applicant's biometric information (photograph and fingerprint)</p> <p>6.2. Issues the claim stub for ACR I-Card</p>	None	5-10 minutes	<i>ARD/ Counter 9</i>
None	<p>7. Prepares the Order and make sure that the completeness of documentary requirements submitted</p>	None	2 hours	<i>BOC and NON-BOC staff/ Counter 8</i>
None	<p>8. Reviews the visa application and Order prepared</p>	None	2 hours	Acting Alien Control Officer
None	<p>9. Transmit/Retrieve application to/from the Legal Division, Main Office</p>	None	15-20 working days	<i>Liaison personnel</i>

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<p>10.1. Submits the original passport</p> <p>10.2. Secures the passport and check the implemented visa if application is approved</p> <p>10.3. Secures a copy of Order</p>	<p>10.1. Receives the original passport</p> <p>10.2. Accept passport and implement the approved visa if application is approved</p> <p>Note: Tourist visa must be valid on the day of the approval of visa application</p> <p>10.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 days per application</p>	<p>Acting Alien Control Officer</p>
<p>11.1. Presents the claim stub 11.2. Claims the ACR I-Card</p>	<p>11.1. Receives the claim stub</p> <p>11.2. Releases the ACR I-Card</p>	<p>None</p>	<p>1 minute</p>	<p>Counter 8</p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>21 days</p>	



13. Treaty Trader or Treaty Investor Visa Inclusion of Dependent/s

Office or Division:	Makati Immigration Extension
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	The spouse and dependent, unmarried children under the age of 21 years of the Principal holder of a Treaty Trader Visa

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. DOCUMENTARY 1. Joint Letter request addressed to the <ul style="list-style-type: none"> i. Commissioner from the applicant and the ii. petitioner 	1.Applicant and Petitioner



2. Duly accomplished CGAFDuly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement(1 original)

IMPORTANT NOTE 1: Authorized representatives are:

- vi.**The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
- vii.**Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)
- viii.**Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not ~~authorized to represent the petitioner~~ notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.



<p>3. Principal's passport including biographical data page, latest visa implementation passport page, and latest arrival stamp passport page (1 photocopy each)</p>	<p>3. Principal Visa Holder</p>
<p>4. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest original passport for presentation and 1 photocopy each for submission) departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 photocopy each)</p>	<p>4. Applicant</p>
<p>5. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in fact)</p>	<p>5. Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>6. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>6. Assessor/ Counter 2</p>



<p>7. Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in fact)</p>	<p>7. Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
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<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing</p> <p>II. ACR I-CARD APPLICATION (DOCUMENTARY) (refer to Alien Registration Division's Transactions)</p>	<p>1.ARD/ Counter 9</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation</p>	<p>1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>Evaluator/Counter 1</i></p>
<p>2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for evaluation</p>	<p>2.1. Receives the ACR I Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>5 minutes per application</p>	<p><i>ARD/Counter 2</i></p>

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<p>3.1. Submits the Order of Payment Slip (OPS)</p> <p>4.2. 3.2. Pays the required fees</p> <p>4.3.</p>	<p>3.1 Receives the Order of Payment Slip (OPS)</p> <p>3.2 Accept the payment based on the OPS</p> <p>3.3 Issues the official receipt</p>	<p>Refer to table below</p>	<p>5 minutes per application</p>	<p><i>Cashier, Counter 6</i></p>
<p>4.1. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8</p>	<p>4.1 Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I Card application</p>	<p>None</p>	<p>1 minute</p>	<p>BOC and NON-BOC staff/ Counter 8</p>
<p>5.1. Attends the photo and biometric capturing schedule indicated in the official receipt 5.2. Secures the claim stub for ACR I-Card</p>	<p>5.1. Captures the applicant's biometric information (photograph and fingerprint)</p> <p>5.2. Issues the claim stub for ACR I-Card</p>	<p>None</p>	<p>5-10 minutes</p>	<p><i>ARD/ Counter 9</i></p>

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None	6. Prepares the Order and make sure that the completeness of documentary requirements submitted	None	2 hours	<i>BOC and NON-BOC staff/ Counter 8</i>
None	7. Reviews the visa application and Order prepared	None	2 hours	Acting Alien Control Officer

None	8. Transmit/Retrieve application to/from the Legal Division, Main Office	None	15-20 working days	<i>Liaison personnel</i>
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<p>9.1. Submits the original passport</p> <p>9.2. Secures the passport and check the implemented visa if application is approved</p> <p>9.3. Secures a copy of Order</p>	<p>9.1. Receives the original passport</p> <p>9.2. Accept passport and implement the approved visa if application is approved</p> <p>Note: Tourist visa must be valid on the day of the approval of visa application</p> <p>9.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 days per application</p>	<p>Acting Alien Control Officer</p>
<p>10.1. Presents the claim stub 10.2. Claims the ACR I-Card</p>	<p>10.1. Receives the claim stub</p> <p>10.2. Releases the ACR I Card</p>	<p>None</p>	<p>1 minute</p>	<p>Counter 8</p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>21 days</p>	



14. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Makati Immigration Extension Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen- (G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to Counter 1 for evaluation	1.1. Receives the visa application and original passport, and review the completeness of documentary requirements 1.2. Verify and check whether valid authorized stay is at least twenty (20) days at the time of evaluation 1.3. Signs the Checklist of Requirements 1.4. Returns the passport and visa application to applicant	None	5 minutes per application	<i>Evaluator/Counter 1</i>
2. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD/Counter 9 for evaluation	2.1. Receives the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.2. Signs the Checklist of Requirements 2.3. Returns the passport and ACR I-Card application to applicant	None	5 minutes per application	<i>ARD/Counter 2</i>
3.1. Submits the Order of Payment Slip (OPS) 4.3. 3.3. Secures official receipt	3.1. Receives the Order of Payment Slip (OPS) 3.2 Accept the payment based on the OPS 3.3 Issues the official receipt	Refer to table below	5 minutes per application	<i>Cashier, Counter 6</i>

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4. Submits the duly evaluated visa application with properly attached BICC and official receipt, and visa application to Counter 8	4. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application	None	1 minute	BOC and NON-BOC staff/ Counter 8
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None	5. Prepares the Order and make sure that the completeness of documentary requirements submitted	None	2 hours	<i>BOC and NON-BOC staff/ Counter 8</i>
None	6. Reviews the visa application and Order prepared	None	2 hours	Acting Alien Control Officer
None	7. Transmit/Retrieve application to/from the Legal Division, Main Office	None	15-20 working days	<i>Liaison personnel</i>

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<p>8.1. Submits the original passport</p> <p>8.2. Secures the passport and check the implemented visa if application is approved</p> <p>8.3. Secures a copy of Order</p>	<p>8.1. Receives the original passport</p> <p>8.2. Accept passport and implement the approved visa if application is approved</p> <p>Note: Tourist visa must be valid on the day of the approval of visa application</p> <p>8.3. Releases the passport and certified true copy of Order</p>	<p>None</p>	<p>2 days per application</p>	<p>Acting Alien Control Officer</p>
<p>9.1. Presents the claim stub 9.2.</p> <p>Claims the ACR I-Card</p>	<p>9.1. Receives the claim stub</p> <p>9.2. Releases the ACR I-Card</p>	<p>None</p>	<p>1 minute</p>	<p><i>Counter 8</i></p>
<p>TOTAL</p>		<p>Refer to table below</p>	<p>21 days</p>	



14. EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division	Makati Immigration Extension Office
Classification	Highly Technical
Types of Transaction	Government Citizen –(G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940. The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Presents the original passport and other required documents for the visa application, securely fastened in a legal size (8 1/2x 14 in.) folder, to Counter 1 for evaluation				
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PEZA IMMIGRATION EXTENSION OFFICE EXTERNAL SERVICES



1. Alien Registration Program (ARP)

The ARP (in compliance with Immigration Operation Order no. 2014-043) has the goal to register all foreign nationals living in the Philippines and give everyone an individual Special Security Registration Number (SSRN). The SSRN is an alpha-numeric number assigned to every foreign national who registers under the ARP and shall be used in all transactions with the Bureau.

Office or Division:	PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA) IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals living in the Philippines.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0 -Alien Registration Program (ARP) Form	1.BI Public Information Assistance Unit/ BI-PEZA Extension Office Information Counter
2. 2x2 picture with white background, and must be taken within the last three (3) months from the date of application (4 pieces)	2.Applicant
3. Passport Biopage, Latest arrival stamp, Visa Downgrading implementation stamp – if applicable (1 photocopy each)	3.Applicant
4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	4.Applicant
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	5.Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1.1 Review of subject's details upon receipt of CGAF for ARP.	None	2 minutes	Registration Officer
	1.2 Encoding of subject's details.	None	5 minutes	Registration Officer
2. Biometrics - photo capturing and fingerprint scanning	2.1 Performs biometrics to the subject: photo capturing and fingerprint scanning.	None	15 minutes	Registration Officer
3. Release of SSRN (if necessary)	3.1 Review of subject's details and biometrics	None	5 minutes	Registration Officer
	3.2 Printing of SSRN, if needed for ECC application	None	3 minutes	Registration Officer
TOTAL:			30 Minutes	



2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuro s, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original ACR I-Card and/or ACR Paper-based	1.Applicant
2. Original Passport	2.Applicant
Note: For dispute purposes, applicant may present Official receipts of previous annual report payments.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the fees and issue the Order of Payment Slip (OPS).	None	5 minutes	Assessor

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<p>2. Submit Order of Payment Slip and payment to Cashier on-duty.</p>	<p>2. Issuance of Official Receipt.</p>	<p>Annual Report Fee: Php 300</p> <p>Legal Research Fee (LRF): Php 10</p> <p>Note: Admin fine of 200/ month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>	<p>10 minutes per applicant</p>	<p>Cashier on-duty</p>
<p>TOTAL:</p>		<p>P 310 (if no violation of Sec. 10)</p>	<p>15 minutes</p>	



3. Conversion to Pre-Arranged Employee Visa (Commercial) – Sec. 9(g)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national coming to pre-arranged employment, including his/her spouse and/or the unmarried child below 21 years old, authorized in accordance with section twenty of the Philippine Immigration Act of 1940. IMPORTANT: Applicant should be IN the country at the time of filing of application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements (BI FORM V-NI-007-Rev 1) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	

I. VISA APPLICATION

A. DOCUMENTARY

*Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a) PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner (1 original);
2. Duly accomplished Consolidated General Application Form (CGAF) (BI FORM CGAF-002-Rev 3) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement in the General Instructions (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

x. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

xx. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

xxx. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original)

IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of

Petitioning Company

BI Website www.immigration.gov.ph





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and submit the complete documentary requirements for Visa and ACR I-Card application, both securely fastened in legal size (8½x 14 in.) folders, for evaluation	1.1 Attach the Checklist of Requirements to the application and ACR I-Card application. 1.2 Receive the visa application and original passport.	None	2 minutes per application	Receiving Officer
	1.3 Check derogatory record Without derogatory Hit: Stamp "No derogatory record as of this date" With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Verifier



	<p>1.4 Review completeness of application and eligibility of applicant (verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees).</p> <p>1.5 Sign Visa and ACR I-Card Applications' Checklists of Requirements.</p>	None	30 Minutes	Evaluator
	<p>1.6 Issue the Order of Payment Slip (OPS).</p> <p>1.7 Returns the passport and duly evaluated Visa and ACR I-Card application with the BI Clearance Certificate (BICC) for no derogatory record.</p>	None	5 Minutes	Assessor
2. Receive the original passport and Visa & ACR I- Card application. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	See Table	5 Minutes	Cashier on-duty
3. Submit the complete Visa and ACR I-Card application with Official Receipt securely fastened.	<p>3.1 Receive the application.</p> <p>3.2 Submit Visa and ACR I-Card application to officers-in-charge.</p>	None	5 Minutes	Receiving Officer

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<p>4. Attend to the photo and biometric capturing schedule indicated in the Official Receipt.</p>	<p>4.1 Conduct photo capturing and electronic fingerprinting for ACR I-Card application.</p> <p>4.1 Issue claim stub for ACR I-Card.</p> <p>4.2 Endorse the application to staff in-charge.</p>	<p>None</p>	<p>5 Minutes per application</p>	<p>Registration Officer In-Charge</p>
<p>5. Secure the claim stub for ACR I-Card.</p>	<p>5.1 Prepare Order of Recommendation.</p> <p>5.2 Detailed encoding of applicant's information in the Visa Application Information System [VAIS].</p>	<p>None</p>	<p>10 Minutes</p>	<p>Admin Staff in-Charge</p>
	<p>5.3 Recommend the visa application.</p>	<p>None</p>	<p>10 Minutes</p>	<p>ACO</p>
	<p>5.4 Forward the visa application to Visa Task Force (VTF), Legal Division.</p> <p>5.5 Forward the ACR I-Card application to ARD.</p>	<p>None</p>	<p>2 hours per batch</p>	<p>Admin Staff in-Charge</p>



	<p>5.5 Receive the visa application.</p> <p>5.6 Encode application details in Visa Task Force (VTF) records.</p>	None	5 minutes per application	<p>Acting Chief</p> <p>Visa Task Force (VTF) Legal Division</p> <p>Room 425, Fourth Floor, BI Main Office Building</p>
	<p>5.6 Legal Division Officers evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and note action on the visa application (approved or disapproved).</p>	None	22 days	<p>Chief</p> <p>Legal Division (LD)</p> <p>Acting Chief</p> <p>Visa Task Force (VTF), LD</p> <p>Fourth Floor, BI Main Office Building</p>



	5.7 Deliberation (approval or denial) of the visa application (BOC Agenda).	None	10 days (BOC Agenda is held every other week)	The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
	5.8 Publication of approved/denied visa application	None	2 hours per BOC Agenda	Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
	5.9 Transmit certified true copy of BOC-approved Order of visa application.	None	1-2 days	The Board Secretary Office of the Board Secretary Fourth Floor, BI Main Office Building
6. Present a copy of Agenda publication.	6. Verify inclusion of applicant's visa approval.	None	5 Minutes	Verifier

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7. Submit original passport to the Receiving Officer for implementation.	7.1 Receive the original passport.	None	1 Minute	Receiving Officer
	7.2 Issue claim stub for visa implementation.			
	7.2 Implement approved visa on the passport.	None	1-2 days	Implementer
7.3 Action on the implementation in the passport.	None	ACO		
8. Submit the claim stub for visa implementation.	8.1 Check the authority of the representative, if not the subject.	None	5 Minutes	Receiving/ Releasing Officer
	8.2 Locate the visa application with the passport.			
	8.3 Release the passport with visa implementation and issue a copy of the Order.			
9. Receive the passport with implementation and a copy of Order.	9.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer
10. Present the claim stub for ACR I-Card application.	10.1 Receive the claim stub for ACR I-Card application.	None	5 days per application	Chief
				Alien Registration Division (ARD)
11. Claim the ACR I-Card.	11.1 Release the ACR I-Card.			Window 4, Ground Floor, BI Main Office Building



TOTAL:	<i>See Table</i>	40 Days	
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FEEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,630.00	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				



B. 2 YEARS	PHP 18,170.00	PHP 14,960.00	PHP 14,710.00	PHP 14,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 25,710.00	PHP 21,300.00	PHP 21,050.00	PHP 20,550.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 10,130.00	PHP 8,120.00	PHP 7,870.00	PHP 7,370.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

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B. 2 YEARS	PHP 17,170.00	PHP 13,960.00	PHP 13,710.00	PHP 13,210.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 24,210.00	PHP 19,800.00	PHP 19,550.00	PHP 19,050.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



4. Downgrading of Visa

Foreign nationals holding 47a2/PEZA Visa (PV) shall be downgraded to a Temporary Visitor's Visa and be given a validity of 59 days from pre- termination/expiration of visa in order to facilitate their exit from the Philippines.

*All downgrading applications 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 BI- PEZA Extension Office only upon final disposition by the Office of the Commissioner.

*Charges for updating the validity of the Temporary Visitor's Visa shall be applied in addition to the fees denoted below in case foreign nationals holding 47a2/PEZA Visa (PV) overstayed in the country based on the end of the 59-day period granted from the expiration of their 47a2/PEZA Visas. Further penalties ranging from Php 15,000 to Php 25,000 shall be applied depending on the assessed period of overstay.

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign Nationals who shall apply for the reversion of their immigration visa to temporary visitor/tourist to continue to stay legally in the Philippines. IMPORTANT: Applicant should be IN the country at the time of filing of application.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements (IRD01.QF.001 Rev 2) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	
<p>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.</p> <p>(i) If letter request is filed by applicant, applicant's address and contact numbers must be indicated therein;</p> <p>(ii) If filed by petitioning company, accredited travel agency, law office or consultancy firm, letter must be in representative's letterhead with address and contact numbers</p>	<p>1.Applicant</p>
<p>2. Photocopy of passport bio-page, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay.</p>	<p>2.Applicant</p>
<p>3. PEZA Certificate of Registration</p>	<p>3.Petitioning Company</p>
<p>4. Certificate of Employment from the petitioning company</p>	<p>4.Applicant</p>



<p><i>Additional requirements per visa category:</i></p> <p>For Pre-Arranged Employee Commercial Visa:</p> <ol style="list-style-type: none">1. Photocopy of Board of Commissioners' (BOC) Order of Approval. <p>For 47(A)2 visa:</p> <ol style="list-style-type: none">1. Proof of notice of downgrading from the DOJ;2. Proof of notice of downgrading from PEZA; and3. DOJ 1st Indorsement granting the visa. <p>For PEZA Visa (PV)</p> <p><i>(Pursuant to Item IV, Sec. 1 and 2 of Operations Order No. JHM-2021-010 dated 22 December 2021)</i></p> <ol style="list-style-type: none">1. Cancellation Order issued by PEZA;2. Photocopy of Order of Conversion with implementation stamp issued by BI; and3. Photocopy of Order of Approval issued by PEZA.	<p>Applicant</p>
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<p><i>Additional requirements:</i></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 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the complete documentary requirements for assessment.	1.1 Check derogatory record	None	25 Minutes	Verifier
	<p>Without derogatory Hit: Stamp “No derogatory record as of this date”</p> <p>With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>			
	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip.	None		Assessor

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<p>2. Submit Order of Payment Slip and payment to Cashier on-duty.</p>	<p>2.1 Issue Official Receipt.</p>	<p>Express Lane: Php 3,520</p> <p>Visa expired (within 59 days) Php 4,520</p> <p>Visa expired (more than 59 days) Php 5,030</p>		<p>Cashier on-duty</p>
<p>3. Submit the complete application with Official Receipt securely fastened</p>	<p>3.1 Receive the application. Submit to the Receiving Officer.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Receiving Officer</p>



	3.2 Issue claim stub with Reference Number to the applicant indicating tentative date of release. Advise the applicant to call after 7-10 working days for verification of Downgrading application status.	None	1 Minute	Receiving Officer
4. Receive the claim stub.	4.1 Prepare Order of Downgrading.	None	5 Minutes	Admin Staff in-Charge
	4.2 Recommend the Downgrading application.	None	5 Minutes	ACO
	<i>For Subport: Transmit application to IRD Main Office</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Alien Control Officer (ACO)</i>
	4.3. Review the Order of Downgrading.		10 Minutes	<i>Supervisor</i> IRD
	4.4. Approve/Disapprove the Order.		10 Minutes	<i>Chief</i> IRD



	4.5. Final Approval/ Disapproval of the Commissioner.		1 day	Commissioner
	<i>For Subport: Transmit application from IRD Main Office to Subport</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Staff IRD</i>
5. Present claim stub with reference number.	5.1 Locate the approved Downgrading application.	None	7 Minutes	Receiving/ Releasing Officer
	5.2 Let the applicant receive the approved Order of Downgrading.			
	5.3 Return the claim stub to the applicant and release a copy of the Order.			
6. Submit the passport for implementation.	6.1 Implement approved Downgrading of visa on the passport.	None	1-2 days	Implementer
	6.2 Action on the implementation in the passport.			ACO

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7. Submit the claim stub to the Receiving Officer.	7.1 Check authority of the representative, if not the subject	None	5 Minutes	Receiving/ Releasing Officer
	7.2 Locate the approved Downgrading application with passport.			
	7.3 Release the passport with implementation and issue a copy of the Downgrading Order.			
8. Receive the passport with implementation and a copy of the Downgrading Order.	8.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer
TOTAL time if processed under Express Lane:		Express Lane: Php 3,520	7 working days	
TOTAL time if processed under Regular Lane:		Visa expired (within 59 days) Php 4,520 Visa expired (more than 59 days) Php 5,030	8-10 working days	



5. Extension of Authorized Stay of Temporary Visitors

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All foreign nationals with valid/expired temporary visitor's visa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Tourist Visa Extension Form (IRD04.QF.004 Rev 01)	1. BI Website www.immigration.gov.ph/ BI Public Information Assistance Unit/ BI-PEZA Extension Office Information Counter
2. Passport of the applicant (original)	2. Applicant
3. Passport bio-page and latest arrival stamp (1 photocopy)	3. Applicant
4. PEZA Certificate of Registration	4. Petitioner-Company
Additional requirements: 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	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1.1 Review the completeness of application.	None	5 Minutes	Assessor
	1.2 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Assessor



	1.3 Verify the travel record (latest arrival details, admission status, etc.).	None	13 Minutes	Assessor
	1.4 Issue the Order of Payment Slip (OPS) and require the applicant to affix his name and signature thereon.	None	5 Minutes	Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue the Official Receipt.	<i>See Schedule of Fees</i>	10 Minutes	Cashier on-duty
3. Submit Official Receipts, original passport, and other supporting documents.	3.1 Approval of visa extension.	None	5 Minutes	Visa Approving Officer
	3.2 Implementation of visa extension.	None	5 Minutes	Visa Implementer

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	<p>3.3 Notify the applicant on the approval of visa extension.</p> <p>For regular lane-processed applications, issue claim stub.</p>	None	<p>3 minutes</p> <p>3 days</p>	Receiving/ Releasing Officer
4. Present the BI Clearance Certificate and Claim stub – if applicable.	<p>4.1 Check authority of the representative, if not the subject</p> <p>4.2 Validate the BI Clearance Certificate.</p>	None	3 minutes	Receiving/ Releasing Officer
5. Receive passport, BI Clearance Certificate and Official Receipts.	5.1 Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Receiving/ Releasing Officer
TOTAL if processed under Express Lane		<i>See Schedule of Fees</i>	1 hour and 6 minutes	
TOTAL if processed under Regular Lane		(Total fees depend on number of months requested/ overstayed)	3 working days	



Schedule of Fees:

REGULAR LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,150.00

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b. 14-15 years of age	3,150.00
c. 16 years above	3,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
b. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00



<p>5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i></p>	
<p>a. Minor</p>	<p>1,640.00</p>
<p>b. 14-15 years of age</p>	<p>2,640.00</p>
<p>c. 16 years above</p>	<p>2,890.00</p>



EXPRESS LANE

APPLICATION TYPE	FEES (in Php)
1. Initial Extension for the following passport holders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	2,430.00
2. Visa Waiver for foreign nationals admitted under EO 408	3,130.00
3. One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	3,150.00



b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
4. Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00

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5. Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00

Note:

- Fine for Overstaying – (additional) Php 500.00 per month
- Motion for Reconsideration for Overstaying – (additional) Php 500.00 + Php 10.00 (LRF)
- Re-issuance of ACR for (2nd entry of every entry after 59 days) – Php 250 [for minors: Php 150]
- Application fee is only Php 300.00 for overstaying



6. Extension of Pre-Arranged Employment (Commercial) Visa – Sec. 9(g)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines.</p> <p>IMPORTANT: Applicant should be IN the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements (BI FORM V-NI-008-Rev 1) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	



I. VISA APPLICATION

A. DOCUMENTARY

*Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a) PRINCIPAL

1. Joint letter request addressed to the Commissioner from the petitioner and applicant (1 original);

2. Duly accomplished Consolidated General Application Form (CGAF) (BI FORM CGAF-002-Rev 3) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement in the General Instructions (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

x. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

xx. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board

Petitioning Company

BI Website www.immigration.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and submit the complete documentary requirements for Visa and ACR I-Card application, both securely fastened in legal size (8½x 14 in.) folders, for evaluation.	1.1 Attach the Checklist of Requirements to the application and ACR I-Card application. 1.2 Receive the visa application and original passport.	None	2 minutes per application	Receiving Officer
	1.3 Check derogatory record Without derogatory Hit: Stamp “No derogatory record as of this date” With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Verifier
	1.4 Review completeness of application and eligibility of applicant. 1.5 Sign Visa and ACR I-Card Applications’ Checklists of Requirements.	None	30 Minutes	Evaluator

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	<p>1.6 Issue the Order of Payment Slip (OPS).</p> <p>1.7 Returns the passport and duly evaluated Visa and ACR I-Card application with the BI Clearance Certificate (BICC) for no derogatory record.</p>	None	5 Minutes	Assessor
<p>2. Receive the original passport and Visa & ACR I-Card application. Submit Order of Payment Slip and payment to Cashier on- duty.</p>	<p>2.1 Issue Official Receipt.</p>	See Table	5 Minutes	Cashier on-duty
<p>3. Submit the complete Visa and ACR I-Card application with Official Receipt securely fastened.</p>	<p>3.1 Receive the application.</p> <p>3.2 Submit Visa and ACR I-Card application to officers-in-charge.</p> <p>3.3 Issue claim stub for ACR I-Card.</p> <p>3.4 Endorse the application to staff in-charge.</p>	None	5 Minutes	Receiving Officer
<p>4. Secure the claim stub for ACR I- Card.</p>	<p>4.1 Prepare Order of Recommendation.</p> <p>4.2 Detailed encoding of applicant's information in the Visa Application Information System [VAIS].</p>	None	10 Minutes	Admin Staff in-Charge
	<p>4.3 Recommend the visa application.</p>	None	10 Minutes	ACO



	<p>4.4 Forward the visa application to Visa Task Force (VTF), Legal Division.</p> <p>4.5 Forward the ACR I-Card application to ARD.</p>	None	2 hours per batch	Admin Staff in-Charge
	<p>4.5 Receive the visa application.</p> <p>4.6 Encode application details in Visa Task Force (VTF) records.</p>	None	5 minutes per application	<p>Acting Chief</p> <p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
	<p>4.6 Legal Division Officers evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and note action on the visa application (approved or disapproved).</p>	None	22 days	<p>Chief Legal Division (LD)</p> <p>Acting Chief Visa Task Force (VTF), LD</p> <p>Fourth Floor, BI Main Office Building</p>



	<p>4.7 Deliberation (approval or denial) of the visa application (BOC Agenda).</p>	<p>None</p>	<p>10 days (BOC Agenda is held every other week)</p>	<p>The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building</p>
	<p>4.8 Publication of approved/denied visa application</p>	<p>None</p>	<p>2 hours per BOC Agenda</p>	<p>Acting Chief Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building</p>
	<p>4.9 Transmit certified true copy of BOC- approved Order of visa application.</p>	<p>None</p>	<p>1-2 days</p>	<p>The Board Secretary Office of the Board Secretary Fourth Floor, BI Main Office Building</p>

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5. Present a copy of Agenda publication to Verified.	5.1 Verify inclusion of applicant's visa approval.	None	5 Minutes	Verifier
6. Submit original passport to Receiving Officer for implementation.	6.1 Receive the original passport.	None	1 Minute	Receiving Officer
	6.2 Issue claim stub for visa implementation.			
	6.3 Implement approved visa on the passport.	None	1-2 days	Implementer
7. Submit the claim stub for visa implementation.	7.1 Check the authority of the representative, if not the subject.	None	5 Minutes	Receiving/ Releasing Officer
	7.2 Locate the visa application with passport.			
	7.3 Release the passport with visa implementation and issue a copy of the Order.			
8. Receive the passport with implementation and a copy of Order.	8.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer

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9. Present the claim stub for ACR I-Card application.	Receive the claim stub for ACR I-Card application.	None	5 days per application	Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
10. Claim the ACR I- Card.	1 Release the ACR I-Card.			
TOTAL		See Table	40 Days	

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,560.00	PHP 6,860.00	PHP 6,860.00	PHP 6,860.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				



B. 2 YEARS	PHP 14,100.00	PHP 12,700.00	PHP 12,700.00	PHP 12,700.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 20,640.00	PHP 18,540.00	PHP 18,540.00	PHP 18,540.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEESTO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR	PHP 7,060.00	PHP 6,360.00	PHP 6,360.00	PHP 6,360.00
1. Visa Fees	USD 50.00	USD 50.00	USD 50.00	USD 50.00
2. ACR I-Card				

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B. 2 YEARS	PHP 13,100.00	PHP 11,700.00	PHP 11,700.00	PHP 11,700.00
1. Visa Fees	USD 100.00	USD 100.00	USD 100.00	USD 100.00
2. ACR I-Card				
C. 3 YEARS	PHP 19,140.00	PHP 17,040.00	PHP 17,040.00	PHP 17,040.00
1. Visa Fees	USD 150.00	USD 150.00	USD 150.00	USD 150.00
2. ACR I-Card				

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



7. Implementation of Approved Conversion to PEZA Visa (PV)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with approved PEZA visa. IMPORTANT: Applicant should be IN the country at the time of filing of application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Pursuant to Item II, Sec. 2 and 3 of Operations Order No. JHM-2021-010 dated 22 December 2021.</i>	
1. PEZA Visa (PV) Order of Approval	PEZA-FNU
2. Original passport of principal and qualified dependent/s, valid for a minimum period of six (6) months from the date of implementation	Applicant
3. Proof of principal's TIN	Applicant
4. Valid AEP/Exclusion Card issued by DOLE (original/CTC or photocopy with corresponding official receipts)	Applicant
Additional requirements: 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	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a copy of the PEZA visa (PV) approval issued by PEZA.	1.1 Review completeness of application.	None	10 Minutes	Evaluator
	1.2 Check derogatory record Without derogatory Hit: Issue BI Clearance Certificate With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Verifier
	1.3 Issue Order of Payment Slip.	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	Php 2,520	3-5 Days	Cashier on-duty
3. Submit the Official Receipts to the Receiving Officer.	3.1 Issue Claim Stub.	None		Receiving Officer
	3.2 Prepare Order of Conversion.	None		Admin Staff in- Charge
	3.2 Implement PV on the passport.	None		Implementer
	3.3 Action on the recommendation and implementation on the passport.	None	ACO	

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4. Present original Official Receipts and claim stub.	4.1 Check the authority of the representative, if not the subject.	None	2 Minutes	Receiving/ Releasing Officer
5. Receive passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	5.1 Release passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	None	2 Minutes	Receiving/ Releasing Officer
TOTAL		Php 2,520	3-5 Days	



8. Implementation of Approved Extension of PEZA Visa (PV)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with approved PEZA visa. IMPORTANT: Applicant should be IN the country at the time of filing of application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Pursuant to Item II, Sec. 2 and 3 of Operations Order No. JHM-2021-010 dated 22 December 2021.</i>	
1. PEZA Visa (PV) Order of Approval	PEZA-FNU
2. Original passport of principal and qualified dependent/s, valid for a minimum period of six (6) months from the date of implementation	Applicant
3. Proof of principal's TIN	Applicant
4. Valid AEP/Exclusion Card issued by DOLE (original/CTC or photocopy with corresponding official receipts)	Applicant
Additional requirements: 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	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a copy of the PEZA visa (PV) approval issued by PEZA.	1.1 Review completeness of application.	None	10 Minutes	Evaluator
	1.2 Check derogatory record	None	15 Minutes	Verifier
	Without derogatory Hit: Issue BI Clearance Certificate			
	With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance			
	1.3 Issue Order of Payment Slip.	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	Php 2,520		Cashier on-duty
3. Submit the Official Receipts to the Receiving Officer.	3.1 Issue Claim Stub.	None		Receiving Officer
	3.2 Prepare recommendation.	None	3-5 days	Staff
	3.2 Implement PV on the passport.	None		Implementer

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	3.3 Action on the recommendation and implementation on the passport.	None		ACO
4. Present original Official Receipts and claim stub.	4.1 Check the authority of the representative, if not the subject.	None	2 Minutes	Receiving/ Releasing Officer
5. Receive passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	5.1 Release passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	None	2 Minutes	Receiving/ Releasing Officer
TOTAL		Php 2,520	3-5 Days	



9. Implementation of Approved Inclusion to PEZA Visa (PV)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with approved PEZA visa. IMPORTANT: Applicant should be IN the country at the time of filing of application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Pursuant to Item II, Sec. 2 and 3 of Operations Order No. JHM-2021-010 dated 22 December 2021.</i>	
1. PEZA Visa (PV) Order of Approval	PEZA-FNU
2. Original passport of qualified dependent/s, valid for a minimum period of six (6) months from the date of implementation	Applicant
Additional requirements: 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	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a copy of the PEZA visa (PV) approval issued by PEZA.	1.1 Review completeness of application.	None	10 Minutes	Evaluator
	1.2 Check derogatory record Without derogatory Hit: Issue BI Clearance Certificate With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Verifier
	1.3 Issue Order of Payment Slip.	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	Php 2,520	3-5 days	Cashier on-Duty
3. Submit the Official Receipts to the Receiving Officer.	3.1 Issue Claim Stub.	None		Receiving Officer
	3.2 Prepare Order of Conversion.	None		Admin Staff in-Charge
	3.3 Implement PV on the passport.	None	Implementer	

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	3.4 Action on the recommendation and implementation on the passport.	None		ACO
4. Present original Official Receipts and claim stub.	4.1 Check the authority of the representative, if not the subject.	None	2 Minutes	Receiving/ Releasing Officer
5. Receive passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	5.1 Release passport, BI Clearance Certificate, Order of Approval, and Official Receipts.	None	2 Minutes	Receiving/ Releasing Officer
TOTAL		Php 2,520	3-5 Days	



10. Inclusion of Dependent Spouse and/or Unmarried Child/ren below 21 years of age in the Pre-Arranged Employment (Commercial) Visa under Sec. 9(g) of the principal visa holder

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national spouse and/or the unmarried child below 21 years old of a Section 9(g) visa holder in accordance with section twenty of the Philippine Immigration Act of 1940. IMPORTANT: Applicant should be IN the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements (BI FORM V-NI-011-Rev 1) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	



I.VISA APPLICATION A.DOCUMENTARY

*Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder

a) PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner (1 original);

2. Duly accomplished Consolidated General Application Form (CGAF) (BI FORM CGAF-002- Rev 3) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement in the General Instructions (1 original)

IMPORTANT NOTE 1: Authorized representatives are:

x. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)

xx. Officers of the corporation or partnership other

Petitioning Company

BI Website www.immigration.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and submit the complete documentary requirements for Visa and ACR I-Card application, both securely fastened in legal size (8½x 14 in.) folders, for evaluation.	1.1 Attach the Checklist of Requirements to the application and ACR I-Card application. 1.2 Receive the visa application and original passport.	None	2 minutes per application	Receiving Officer
	1.3 Check derogatory record Without derogatory Hit: Stamp “No derogatory record as of this date” With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Verifier

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	<p>1.4 Review completeness of application and eligibility of applicant (verify and check whether valid authorized stay is at least twenty (20) days at the time of assessment of fees).</p> <p>1.5 Sign Visa and ACR I-Card Applications' Checklists of Requirements.</p>	None	30 Minutes	Evaluator
	<p>1.6 Issue the Order of Payment Slip (OPS).</p> <p>1.7 Returns the passport and duly evaluated Visa and ACR I-Card application with the BI Clearance Certificate (BICC) for no derogatory record.</p>	None	5 Minutes	Assessor
<p>2.Receive the original passport and Visa & ACR I-Card application. Submit Order of Payment Slip and payment to Cashier on-duty.</p>	<p>2.1 Issue Official Receipt.</p>	<i>See Table</i>	5 Minutes	Cashier on-duty

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3. Submit the complete Visa and ACR I-Card application with Official Receipt securely fastened.	3.1 Receive the application. 3.2 Submit Visa and ACR I-Card application to officers-in-charge.	None	5 Minutes	Receiving Officer
4. Attend to the photo and biometric capturing schedule indicated in the Official Receipt.	4.1 Conduct photo capturing and electronic fingerprinting for ACR I-Card application. 4.1 Issue claim stub for ACR I-Card. 4.2 Endorse the application to staff in-charge.	None	5 Minutes per application	Registration Officer in-Charge
5. Secure the claim stub for ACR I-Card.	5.1 Prepare Order of Recommendation. 5.2 Detailed encoding of applicant's information in the Visa Application Information System [VAIS].	None	10 Minutes	Admin Staff in-charge
	5.3 Recommend the visa application.	None	10 Minutes	ACO



	<p>5.4 Forward the visa application to Visa Task Force (VTF), Legal Division.</p> <p>5.5 Forward the ACR I-Card application to ARD.</p>	None	2 hours per batch	Admin Staff in-charge
	<p>5.5 Receive the visa application.</p> <p>5.6 Encode application details in Visa Task Force (VTF) records.</p>	None	5 minutes per application	<p>Acting Chief</p> <p>Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building</p>
	<p>5.6 Legal Division Officers evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and note action on the visa application (approved or disapproved).</p>	None	22 days	<p>Chief Legal Division (LD)</p> <p>Acting Chief Visa Task Force (VTF), LD</p> <p>Fourth Floor, BI Main Office Building</p>

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	5.7 Deliberation (approval or denial) of the visa application (BOC Agenda).	None	10 days (BOC Agenda is held every other week)	The Board of Commissioners (BOC) The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
	5.8 Publication of approved/denied visa application	None	2 hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
	5.9 Transmit certified true copy of BOC-approved Order of visa application.	None	1-2 days	<i>The Board Secretary</i> Office of the Board Secretary Fourth Floor, BI Main Office Building
6.Present a copy of Agenda publication.	6.1 Verify inclusion of applicant's visa approval.	None	5 Minutes	Verifier
7.Submit original passport to Receiving Officer for implementation.	7.1 Receive the original passport. 7.2 Issue claim stub for visa implementation.	None	1 Minute	Receiving Officer

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	7.2 Implement approved visa on the passport.	None	1-2 days	Implementer
	7.3 Action on the implementation in the passport.	None		ACO
8.Submit the claim stub to the Receiving Officer for visa implementation.	8.1 Check the authority of the representative, if not the subject.	None	5 Minutes	Receiving Officer
	8.2 Locate the visa application with passport.			
	8.3 Release the passport with visa implementation and issue a copy of the Order.			
9.Receive the passport with implementation and a copy of Order.	9.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer
10.Present the claim stub for ACR I-Card application.	10.1 Receive the claim stub for ACR I-Card application.	None	5 days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
11.Claim the ACR I-Card.	11.1 Release the ACR I-Card.			
TOTAL		See Table	40 Days	



Commercial: Non-Top 1,000 Corporations

VALIDITY	DEP-SPOUSE	DEP-B16	DEP-B14
1 Year	Php 8,120.00	Php 7,870.00	Php 7,370.00
2 Years	Php 13,960.00	Php 13,710.00	Php 13,210.00
3 Years	Php 19,800.00	Php 19,550.00	Php 19,050.00
Additional Fee for ACR I-Card 1 Year - + US \$50 2 Years - + US \$100 3 Years - + US \$150			



Commercial: Top 1,000 Corporations

VALIDITY	DEP-SPOUSE	DEP-B16	DEP-B14
1 Year	Php 8,620.00	Php 8,370.00	Php 7,870.00
2 Years	Php 14,960.00	Php 14,710.00	Php 14,210.00
3 Years	Php 21,300.00	Php 21,050.00	Php 20,550.00
<p>Additional Fee for ACR I-Card</p> <p>1 Year - + US \$50</p> <p>2 Years - + US \$100</p> <p>3 Years - + US \$150</p>			



11. Interim Extension (Grace Period)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national holders of pre-arranged employee under Sec. 9(g) visa whose application or extension is still in process beyond the validity of visa, so that they may be allowed to depart from the Philippines and return without affecting their status. IMPORTANT: Applicant should be IN the country at the time of filing of application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Checklist of requirements (BI FORM 2014-12-018 Rev 0) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i>	

1. Letter request addressed to the Commissioner from the applicant and petitioning company (1 original);	Applicant
2. Letter request for extension of visa duly “received” and correspondingly dated by the BI (1 photocopy);	Petitioning Company
3. Accomplished Consolidated General Application Form (CGAF) for application/amendment of visa duly “received” and correspondingly dated by the BI (1 photocopy);	Petitioning Company
4. Applicant’s passport bio-page, visa implementation page and latest admission with valid authorized stay (1 photocopy);	Petitioning Company
5. Official receipt of payment for a pending visa application (1 photocopy);	Petitioning Company
6. Valid ACR I-Card (front and back portions) (1 photocopy);	Applicant
7. Official receipt showing payment for applicable fees (1 photocopy);	Petitioning company



8.Airline Ticket – if applicable (1 photocopy);	Applicant
9.BI Clearance Certificate (1 photocopy);	BI-PEZA Extension Office
<i>Additional requirements:</i> 1. Letter or Special Power of Attorney (SPA) (1 original); and 2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the complete documentary requirements for assessment.	1.1 Check derogatory record Without derogatory Hit: Stamp “No derogatory record as of this date” With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	15 Minutes	Verifier
	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip.	None		Assessor



<p>2. Submit Order of Payment Slip and payment to Cashier on-duty.</p>	<p>2.1 Issue Official Receipt.</p>	<p>Principal ·Application Fee: Php 510.00 ·Express Lane: Php 500.00 Total: Php 1,010.00</p> <p>Dependent ·Application Fee: Php 310.00 ·Express Lane: 500.00 Total: Php 810.00</p>		<p>Cashier on-duty</p>
<p>3. Submit the complete application with Official Receipt securely fastened.</p>	<p>3.1 Receive the application. Submit to the Receiving Officer.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Receiving Officer</p>
	<p>3.2 Issue claim stub with Reference Number to the applicant indicating tentative date of release. Advise applicant to call after 7-10 working days for verification of Grace Period application status.</p>	<p>None</p>	<p>1 Minute</p>	<p>Receiving Officer</p>
<p>4. Receive the claim stub.</p>	<p>4.1 Prepare Order of Approval/Denial.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Admin Staff in-Charge</p>



	4.2 Recommend the Grace Period application.	None	5 Minutes	ACO
	<i>For Subport: Transmit application to Main Office.</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Alien Control Officer (ACO)</i>
	4.3. Review the Order of Grace Period.		10 Minutes	Office of the Deputy Commissioner
	4.4. Approve/Disapprove the Order.		10 Minutes	Office of the Deputy Commissioner
	4.5. Final Approval/ Disapproval of the Commissioner.		1 day	Commissioner
	<i>For Subport: Transmit application from Main Office to Subport</i>	<i>Courier Fees</i>	<i>2 days*</i>	Office of the Deputy Commissioner
5. Present claim stub with reference number.	5.1 Locate the approved Grace Period application.	None	7 Minutes	Receiving/ Releasing Officer
	5.2 Release a copy of the Order of the approved Order of Grace Period.			
	5.3 Return the claim stub.			
	5.4 Issue the Order of Payment Slip.	None	5 Minutes	Assessor



<p>6. Submit Order of Payment Slip and payment to Cashier on-duty.</p>	<p>6.1 Issue Official Receipt.</p>	<p>EXPRESS LANE: · Implementation Fee: Php 510.00 · Legal Research Fee: Php10.00 · Express Lane Fee: Php 500</p> <p>REGULAR LANE: · Implementation Fee: Php 510.00 · Legal Research Fee: Php10.00</p>	<p>1-3 Days</p>	<p>Cashier on-duty</p>
<p>7. Submit the Official Receipt for implementation of fees and the passport for implementation.</p>	<p>7.1 Implement approved Grace Period on the passport.</p>	<p>None</p>	<p>1-2 days</p>	<p>Implementer</p>
	<p>7.2 Action on the implementation in the passport.</p>			<p>ACO</p>
<p>8. Submit the claim stub to the Receiving</p>	<p>8.1 Check authority of the representative, if not the subject</p>	<p>None</p>	<p>5 Minutes</p>	<p>Receiving/ Releasing Officer</p>

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Officer.	8.2 Locate the approved Grace Period application with passport.			
	8.3 Release the passport with implementation and issue a copy of Grace Period Order.			
9.Receive the passport with implementation and a copy of Grace Period Order.	9.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer



<p>TOTAL time if processed under Express Lane:</p>	<p>APPLICATION FEE</p> <p>Principal</p> <ul style="list-style-type: none"> ·Application Fee: Php 510.00 ·Express Lane: Php 500.00 Total: Php 1,010.00 <p>Dependent</p> <ul style="list-style-type: none"> ·Application Fee: Php 310.00 ·Express Lane: 500.00 Total: Php 810.00 <p>IMPLEMENTATION FEE:</p> <ul style="list-style-type: none"> ·Implementation Fee: Php 510.00 ·Legal Research Fee: Php10.00 ·Express Lane Fee: Php 500 	<p>7 working days</p>
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<p>TOTAL time if processed under Regular Lane:</p>	<p>APPLICATION FEE:</p> <p>Principal ·Application Fee: Php 510.00 Total: Php 510.00</p> <p>Dependent ·Application Fee: Php 310.00 Total: Php 310.00</p> <p>IMPLEMENTATION FEE:</p> <p>·Implementation Fee: Php 510.00 ·Legal Research Fee: Php10.00</p>	<p>8-10 working days</p>
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12. Issuance of ACR I-card

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen(G2C)
Who may avail:	Applicants with approved visa under Sec. 9(g) (Commercial).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Checklist of requirements (BI FORM 2014-08-005 Rev 0) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i>	
1. Duly accomplished Consolidated General Application Form (CGAF) (BI FORM CGAF-002-Rev 3) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement in the General Instructions (1 original);	BI Website www.immigration.gov.ph
2. Copy issued by the Records Section of the Board of Commissioners (BOC)'s Order granting the visa (1 certified true copy);	BI-PEZA Extension Office
3. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 photocopy);	Applicant
4. Official receipt(s) of payment for applicable fees (1 photocopy);	Applicant
5. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy);	Department of Labor and Employment (DOLE)



<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Authorization Letter or Special Power of Attorney (SPA) (1 original); and 2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent (1 photocopy) 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Present the passport with visa implementation, copy of Order of approved visa and claim stub.</p>	<p>1.1 Final review of ACR I-Card Application upon receipt of CGAF from Fingerprint Section.</p>	<p>None</p>	<p>2 minutes per application</p>	<p><i>Reviewer</i> ARD-CGAF Unit</p>
	<p>1.2 Encode and prepare transmittal of the reviewed CGAF to the Records Section.</p>		<p>1 minute per Application</p>	<p><i>Staff/Job Order</i> ARD-CGAF Unit</p>

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	1.3 Verify, Approve, and Sort ACR I-Card application based on the approved BOC agenda.		3 days upon receipt of Approved BOC Order	Chief ARD
	1.4 Print the ACR I-Card.		5 minutes	Staff Window 43 (Data Trail)
2.Claim the ACR I-Card. (Applicant must present the visa implemented on passport and claim stub at Windows 3 or 4)	2.1 Release the ACR I-Card.		5 minutes	Staff Alien Registration Division (ARD) Windows 3 or 4
	TOTAL	None	3-5 Working Days	



13. Issuance of Certificate of Exemption (CE) Series A

Certificate of Exemption is issued to departing foreign minor nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All non-immigrants and special non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		ARP Counter, Main Lobby/ BI-PEZA Extension Office Information Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		ARP Counter, Main Lobby/ BI-PEZA Extension Office Information Counter
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		Applicant
4. 2x2 picture of parent/guardian with white background (2 pieces)		Applicant
5. Passport Bio-page, Latest arrival stamp, Visa Downgrading implementation stamp – if applicable (1 photocopy each)		Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant



<p>7.Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)</p>	<p>Applicant</p>
<p>8.Flight Ticket/ Itinerary</p>	<p>Applicant</p>
<p>9.NBI Clearance</p> <p>Note: Applicable to Applicants with Order to Leave</p>	<p>National Bureau of Investigation (NBI)</p>
<p>Additional requirements:</p> <p>If traveling with parent:</p> <p>a.) Photocopy of parent's passport bio-page;</p> <p>b.) Duly authenticated Birth Certificate or Affidavit of relationship</p> <p>If travelling with legal guardian:</p> <p>a.) Photocopy of legal guardian's passport biopage;</p> <p>b.) Affidavit of relationship executed by legal guardian;</p> <p>c.) Affidavit of Authority or Consent to travel executed by parent/s</p> <p>1. Authorization Letter or Special Power of Attorney (SPA); and</p> <p>2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent</p>	<p>Applicant</p> <p>Parent/Guardian</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1.1 Check derogatory record Without derogatory Hit: Stamp "No derogatory record as of this date" With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	5 Minutes	Verifier
	1.2 Review completeness of application and eligibility of applicant.	None	5 Minutes	Evaluator
	1.3 Issue the Order of Payment Slip (OPS).	None	5 Minutes	Assessor



2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	See Table	5 Minutes	Cashier on-duty
3. Submit the complete application with Official Receipt.	3.1 Receive the application. Issue photo capturing schedule and claim stub.	None	5 Minutes	Registration Officer in-Charge
4. Receive the claim stub.	4.1 Registration Verification with the Alien Registration Program.	None	1-2 Days	Registration Officer in-Charge
5. Present the claim stub with fingerprint schedule.	5.1 Return the claim stub. Conduct photo capturing for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	Registration Officer in-Charge
	5.2 Endorse the application for the issuance of CE.			
	5.3 Encode SSRN and print CE.	None	1-2 Days	Registration Officer in-Charge
	5.4 Final Review and Approval.	None	1 Day	ACO



6. Submit the claim stub.	6.1 Check authority of the representative, if not the subject.	None	5 Minutes	Receiving/ Releasing Officer
	6.2 Release the approved CE.			
TOTAL:		<i>See Table</i>	3 working days	

Transaction for Minor with previous extensions or updates
Certificate of Exemption (Php 200) + LRF (Php 10)
A-Cert Fee (Php 500) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>



14. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All non-immigrants and special non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		ARP Counter, Main Lobby/ BI-PEZA Extension Office Information Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		ARP Counter, Main Lobby/ BI-PEZA Extension Office Information Counter
3. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (6 pieces)		Applicant

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4. Passport Bio-page, Latest arrival stamp, Visa Downgrading implementation stamp – if applicable (1 photocopy each)	Applicant
5. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
6. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
7. Flight Ticket/ Itinerary	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)



<p><i>Additional requirements:</i></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 		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	<p>1.1 Check derogatory record.</p> <p>Without derogatory Hit: Stamp "No derogatory record as of this date".</p> <p>With derogatory Hit: Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	None	15 Minutes	Verifier

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	1.2 Review completeness of application and eligibility of applicant.	None	5 Minutes	Evaluator
	1.3 Issue the Order of Payment Slip (OPS).	None	5 Minutes	Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	<i>See Table</i>	5 Minutes	Cashier
3. Submit the complete application with Official Receipt.	3.1 Receive the application. Issue fingerprint schedule and claim stub.	None	5 Minutes	Registration Officer in-Charge
4. Receive the claim stub.	4.1 Registration Verification with the Alien Registration Program.	None	1-2 Days	Registration Officer in-Charge
5. Present the claim stub with fingerprint schedule.	5.1 Return the claim stub. Conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	5 Minutes	Registration Officer in-Charge
	5.2 Endorse the ECC application for the conduct of manual fingerprinting.			

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	5.3 Encode SSRN, print ECC and conduct manual fingerprinting.	None	1-2 Days	Registration Officer in-Charge
	5.4 Final Review and Approval.	None	1 Day	ACO
6. Submit the claim stub.	6.1 Check authority of the representative, if not the subject.	None	5 Minutes	Receiving/ Releasing Officer
	6.2 Release the approved ECC.			
TOTAL:		<i>See Table</i>	3 working days	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>



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

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
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	WHERE TO SECURE	
1. Duly filled-out ECC Application Form (BI Form 2015-08-001 Rev 0)	ARP Counter, Main Lobby/ BI-PEZA Extension Office Information Counter	
2. Photocopy of ACR I-Card (front and back portion) (1 photocopy)	Applicant	
3. Passport bio-page, passport bearing the visa implementation page and latest departure stamp (1 photocopy)	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1.1 Receive the accomplished form and endorse the same for derogatory record check.	None	5 minutes	Verifier
	1.2 Issue the Order of Payment Slip.	None	5 Minutes	Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	<i>See Table</i>	10 Minutes	Cashier on-duty
3. Submit the Official Receipt.	3. Encode the Official Receipt for the issuance of ECC/CE and SRC number and validity. Implement or annotate in the applicant's Official Receipt the ECC/CE-B number and SRC validity.	None	10 Minutes	Implementer

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4. Claim the Official Receipt with notation of RP/SRC Validity.	4. Release the Official Receipt to the applicant.	None	2 Minutes	Receiving/ Releasing Officer
TOTAL:		<i>See Table</i>	32 minutes (up to 1 day)	

SRC (1 YEAR) ADULT- Php 1400 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 30 (LRF), Php 500 (Express Lane Fee)
SRC (6 MONS.) ADULT- Php 700 (RP/SRC), Php 700 (ECC-B), Php 250 (Head Tax), Php 20 (LRF), Php 500 (Express Lane Fee)
SRC (1 YEAR) MINOR- Php 1400 (RP/SRC), Php 200 (CE-B), Php 30 (LRF), Php 500 (Express Lane Fee)
SRC (6 MONS) MINOR- Php 700 (RP/SRC), Php 200 (CE-B), Php 20 (LRF), Php 500 (Express Lane Fee)



16. Provisional Work Permit (PWP)

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>Issued to a foreign national during the pendency of an application for Pre-Arranged Employment Visa under Sec. 9(g) Commercial/ PEZA Visa.</p> <p>IMPORTANT: Applicant should be IN the country at the time of filing of application.</p>

CHECKLIST OF REQUIREMENTS (PRINCIPAL – APPLICANT)	WHERE TO SECURE
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<p><i>Checklist of requirements (COM02.QF.002-REV 3) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	
<p>1. Letter-request addressed to the Commissioner from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant (1 original);</p>	<p>Petitioning company</p>

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<p>2.Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3) (1 original);</p>	<p>BI Website www.immigration.gov.ph/ BI Public Information Assistance Unit/ BI-PEZA Extension Office Information Counter</p>
<p>3.Applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay (1 original passport for presentation and 1 photocopy each for submission);</p>	<p>Applicant</p>
<p>4.Duly acknowledged Contract of Service, 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 (1 photocopy);</p>	<p>Applicant</p>
<p>5.For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service (1 original);</p>	<p>Applicant</p>
<p>6.For Corporation or Partnership, 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 (1 photocopy);</p>	<p>Petitioning Company</p>
<p>7.Official receipt of AEP or 9g/PEZA Visa (PV) application (1 photocopy);</p>	<p>Applicant</p>

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8.Applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN) (1 photocopy);	Bureau of Internal Revenue (BIR)
9.Special Temporary Permit for an applicant who intends to practise profession regulated by the Professional Regulation Commission (PRC) (1 photocopy); and	Professional Regulation Commission (PRC)
10.BI Clearance Certificate (1 original).	BI-PEZA Extension Office

CHECKLIST OF REQUIREMENTS (PETITIONER – COMPANY)	WHERE TO SECURE
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1.Petitioner's Income Tax Return (ITR) 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 created company, submit 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 copy of ITR with proof of filing (1 photocopy);	Petitioning company
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<p>2. Submit the following (1 photocopy):</p> <p>a. 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 (AOI); and, • General Information Sheet (GIS) for the current year, stamped received by SEC. <p>b. For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate of Registration of Business Name 	<p>Petitioning company</p>
<p>3. Mayor's Permit/PEZA Certificate of Registration (1 photocopy).</p>	<p>Petitioning company</p>



Additional requirements:

1. Copy of initial Provisional Work Permit (for Final application) (1 photocopy)
2. Authorization Letter or Special Power of Attorney (SPA) (1 original); and
3. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent (1 photocopy)

Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1.1 Check derogatory record <i>Without derogatory Hit:</i> Stamp "No derogatory record as of this date" <i>With derogatory Hit:</i> Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	30 Minutes	Verifier
	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip (OPS)	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	Php 4,040		Cashier on-duty

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3. Submit the complete application with Official Receipt securely fastened.	3.1 Receive the application. Submit to officer-in-charge.	None	5 Minutes	Receiving Officer
	3.2 Issue claim stub with Reference Number to the applicant indicating date of release.	None	1 Minute	Receiving Officer
4. Receive the claim stub.	4.1 Prepare Order of Provisional Work Permit.	None	15 Minutes	Admin Staff in-Charge
	4.2 Review the recommendation.	None	1-2 Days	ACO
	4.3 Approve/Disapprove the Order.			
5. Submit the claim stub to the Receiving/ Releasing Officer.	5.1 Locate the Provisional Work Permit application.	None	7 Minutes	Receiving/ Officer Releasing
	5.3 Release a copy of Provisional Work Permit Order.			
	5.3 Affix applicant's signature in the logbook.			
TOTAL:		Php 4,040	3-5 working days	



17. Renewal and Amendment of Entries in the ACR I-Card

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Applicants with renewed visa under Sec. 9(g) (Commercial) and with amendment of entries.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	

<p>1. Duly accomplished Consolidated General Application Form (CGAF) (BI FORM CGAF-002-Rev 3) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement in the General Instructions (1 original);</p>	<p>BI Website www.immigration.gov.ph</p>
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<p>2. Copy issued by the Records Section of the Board of Commissioners (BOC)'s Order granting the visa (1 certified true copy);</p>	<p>BI-PEZA Extension Office</p>
<p>3. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 photocopy);</p>	<p>Applicant</p>
<p>4. Official receipt(s) of payment for applicable fees (1 photocopy);</p>	<p>Applicant</p>
<p>5. Previous ACR I-Card (1 photocopy)</p>	<p>Applicant</p>
<p>6. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy);</p>	<p>Department of Labor and Employment (DOLE)</p>



7.If with Amendment/s:

-Name/DOB:

- i. Court Order (if applicable);**
- ii. Amended/Corrected PSA Birth Certificate or Official document proving change of Name/DOB (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/Divorce Decree issued by PSA, court or authenticated by the Philippine Consulate);**
- iii. Affidavit of Amendment of DOB/Name/Inclusion of Name with explanation of the discrepancies.**

-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);**

A.Amendment/s

-Name/DOB:

- i. Issuing Court**
- ii.PSA or Philippine Consulate/Embassy authenticated for foreign state issued documents**
- iii.Applicant and notary service**

-Civil Status:

- i. PSA, or Court, or Philippine Consulate/Embassy authenticated for foreign state issued documents**
- ii. Applicant and notary service**



ii. Affidavit of Change of Civil Status.	
-Address:	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the passport with visa implementation, copy of Order of approved	1.1 Final review of ACR I-Card Application upon receipt of CGAF from Fingerprint Section.	<i>See Table</i>	2 minutes per application	<i>Reviewer</i> ARD-CGAF Unit
visa and claim stub.	1.2 Encode and prepare transmittal of the reviewed CGAF to the Records Section.		1 minute per Application	<i>Staff/Job Order</i> ARD-CGAF Unit
	1.3 Verify, Approve, and Sort ACR I-Card application based on the approved BOC agenda.		3 days upon receipt of Approved BOC Order	<i>Chief</i> ARD
	1.4 Print the ACR I-Card.		5 minutes	<i>Staff</i> Window 43 (Data Trail)
2. Claim the ACR I-Card. (Applicant must present the visa implemented on passport and claim stub at Windows 3 or 4)	2.1 Release the ACR I-Card.		5 minutes	<i>Staff</i> Alien Registration Division (ARD) Windows 3 or 4



	TOTAL	None	3-5 Working Days	
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Schedule of Fees

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



18.Re-stamping of Visa

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals with visas that are not fully implemented or for reasons of lost or damaged passports.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Checklist of requirements can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	
1.Letter request addressed to the Commissioner for re-stamping of visa (1 original);	Applicant



<p>2.Orders of Approval:</p> <p>a.Sec. 9(g) Commercial</p> <p>i. Board of Commissioners (BOC)'s Order granting the visa (1 certified true copy issued by the Records Section)</p> <p>b.PEZA Visa (1 photocopy):</p> <p>i. Approval Order issued by PEZA; and</p> <p>ii. Implementation Order issued by BI.</p>	<p>BI-PEZA Extension Office</p>
<p>1.Applicant's new passport (1 original passport for presentation and 1 photocopy each for submission);</p> <p>i.Bio-page;</p> <p>ii.Latest arrival stamp or summary of arrival stamp (if passport does not have any Philippine arrival stamp);</p>	<p>Applicant</p>

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<p>2. Applicant's old passport (1 original passport for presentation and 1 photocopy each for submission);</p> <p>i. Bio-page;</p> <p>ii. Latest arrival stamp;</p> <p>iii. Latest visa stamp;</p> <p>iv. Passport extension, if applicable;</p> <p>v. Amendments/observations concerning passport and biometric information (e.g. amendment of names, etc.);</p> <p>vi. Official receipt of subsequent visa application, if approval is pending.</p>	<p>Applicant</p>
<p>3. Applicant's passport pages indicating passport number and validity or extension of the passport validity, if the passport is not machine readable or not an electronic passport (1 photocopy).</p>	<p>Applicant</p>

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<p>4. Applicant's Travel Documents (1 photocopy).</p>	<p>Applicant</p>
<p>5. Print-out of the latest arrival from the CCS or photocopy of flight manifest from Records Section, if travel is not recorded in the Centralized Query Support System (CQSS).</p>	<p>Airline</p>
<p>6. Police Report and Affidavit of Loss (for lost passport) (1 photocopy).</p>	<p>Police and Notary Service</p>
<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. PEZA Certificate of Registration; 2. Authorization Letter or Special Power of Attorney (SPA); and 3. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent 	<p>Petitioning Company Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1.1 Check derogatory record <i>Without derogatory Hit:</i> Stamp "No derogatory record as of this date" <i>With derogatory Hit:</i> Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	20 Minutes	Verifier
	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip (OPS).	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on-duty.	2.1 Issue Official Receipt.	Php 1,010		Cashier on-duty

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3. Submit the complete application with Official Receipt securely fastened.	3.1 Receive the application. Submit to officer-in-charge.	None	5 Minutes	Receiving Officer
	3.2 Issue claim stub with Reference Number to the applicant indicating date of release.	None	1 Minute	Receiving Officer
4. Receive the claim stub.	4.1 Prepare the Order of Re-stamping.	None	10 Minutes	Admin Staff in-Charge
	4.2 Implement PV on the passport	None	5 Minutes	Implementer
	4.3 Action on the recommendation and implementation in the passport.	None	1-2 Days	ACO
5. Submit the claim stub to the Receiving/Releasing Officer.	5.1 Locate the Re-stamping application.	None	5 Minutes	Receiving/ Releasing Officer
	5.3 Release the passport and a copy of the Re-stamping Order.			
	5.3 Affix applicant's signature in the logbook.			
TOTAL:		Php 1,010	3 Working Days	



19.REVALIDATION

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	A foreign national whose Sec. 9(g) visa application is approved while he/she is outside of the Philippines. IMPORTANT: Applicant should be IN the country at the time of filing of application.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><i>Checklist of requirements (BI FORM 2014-04-002 Rev 0) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>		

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<p>1. Letter request addressed to the Commissioner, stating the reason why subject-applicant left the country prior to or after the approval of his/her visa, with no derogatory stamp from the Certification and Clearance Section (CCS); (1 original);</p>	<p>Applicant</p>
<p>2. Affidavit of Explanation, if the applicant failed to file the request for revalidation within 15 days from latest arrival (1 original);</p>	<p>Applicant</p>
<p>3. Supporting documents to substantiate the reason for leaving the country prior to or after the approval of the applicant's visa (1 photocopy);</p>	<p>Applicant</p>
<p>4. Applicant's passport bio-page, latest departure and arrival stamps (1 photocopy).</p>	<p>Applicant</p>

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<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Authorization Letter or Special Power of Attorney (SPA) (1 original); and 2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent (1 photocopy) 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the complete documentary requirements for assessment.</p>	<p>1.1 Check derogatory record</p> <p><i>Without derogatory Hit:</i> Stamp “No derogatory record as of this date”</p> <p><i>With derogatory Hit:</i> Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.</p>	<p>None</p>	<p>15 Minutes</p>	<p>Verifier</p>



	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip.	None		Assessor
2. Submit Order of Payment Slip and payment to Cashier on- duty.	2.1 Issue Official Receipt.	<i>See Table</i>		Cashier on-duty
3. Submit the complete application with Official	3.1 Receive the application. Submit to the Receiving Officer.	None	5 Minutes	Receiving Officer
Receipt securely fastened.	3.2 Issue claim stub with Reference Number to the applicant indicating tentative date of release. Advise applicant to call after 7-10 working days for verification of Revalidation application status.	None	1 Minute	Receiving Officer
4. Receive the claim stub.	4.1 Prepare Order of Revalidation.	None	5 Minutes	Admin Staff in-Charge
	4.2 Recommend the Revalidation application.	None	5 Minutes	ACO
	<i>For Support: Transmit application to Main Office</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Alien Control Officer (ACO)</i>
	4.3. Review the Order of Grace Period.		10 Minutes	<i>Staff</i> The Board Secretary



	4.4. Approve/Disapprove the Order.		10 Minutes	<i>The Board Secretary</i>
	4.5. Final Approval/ Disapproval of the Commissioner.		1 day	<i>The Board Secretary</i>
	<i>For Subport: Transmit application from Main Office to Subport</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Staff The Board Secretary</i>
5. Present claim stub with reference number.	5.1 Locate the approved Revalidation application.	None	7 Minutes	Receiving/ Releasing Officer
	5.2 Let the applicant receive the approved Order of Revalidation.			
	5.3 Return the claim stub to the applicant and release a copy of the Order.			
6. Submit the passport for implementation.	6.1 Implement approved Revalidation on the passport.	None	1-2 days	Implementer
	6.2 Action on the implementation on the passport.			ACO
7. Submit the claim stub to the Receiving Officer.	7.1 Check authority of the representative, if not the subject	None	5 Minutes	Receiving/ Releasing Officer



	7.2 Locate the approved Revalidation application with passport.			
	7.3 Release the passport with implementation and issue a copy of Revalidation Order.			
8. Receive the passport with implementation and a copy of Grace Period Order.	8.1 Affix applicant's signature in the logbook.	None	2 minutes	Receiving/ Releasing Officer
TOTAL time if processed under Express Lane:		See Table	7 working days	
TOTAL time if processed under Regular Lane:			8-10 working days	



9(g) Visa					
APPLICANT	CONVERSION			EXTENSION	
	ITEM DESCRIPTION	EXPRESS	REGULAR	EXPRESS	REGULAR
PRINCIPAL	Revalidation Fee	1,500	1,500	500	500
	Application Fee	2,000	2,000	1,000	1,000
	Legal Research Fee	20	20	20	20
	Express Lane Fee	500	0	500	0
	TOTAL	4,020	3,520	2,020	1,520

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DEPENDENT	Revalidation Fee	1,000	1,000	500	500
	Application Fee	500	500	500	500
	Legal Research Fee	20	20	20	20
	Express Lane Fee	500	0	500	0
	TOTAL	2,020	1,520	1,520	1,020



20. Special Work Permit

Office or Division:	PEZA IMMIGRATION EXTENSION OFFICE
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>Issued to a foreign national who shall engage in gainful employment for three to six months.</p> <p>IMPORTANT: Applicant should be IN the country at the time of filing of application.</p>

CHECKLIST OF REQUIREMENTS (PRINCIPAL – APPLICANT)	WHERE TO SECURE
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<p><i>Checklist of requirements (COM02.QF.SWP01-REV 3) can be accessed at www.immigration.gov.ph, or copies available at Public Information Assistance Unit (PIAU), BI-Main Office or BI-PEZA Extension Office Information Counter</i></p>	
<p>1. Letter-request addressed to the Commissioner from the Petitioning company (1 original);</p>	<p>Petitioning company</p>

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<p>2.Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3) (1 original);</p>	<p>BI Website www.immigration.gov.ph/ BI Public Information Assistance Unit/ BI- PEZA Extension Office Information Counter</p>
<p>3.Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay (1 original passport for presentation and 1 photocopy each for submission);</p>	<p>Applicant</p>
<p>4.Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties (1 photocopy);</p>	<p>Applicant</p>

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5. Submit the following documents for the particular positions (if applicable) (1 photocopy):

Applicant

a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:

a.1.) Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment) (1 certified true copy); and

a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business) (1 photocopy).

b. For regulated professions, applicant must submit a Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC) (1 original).

Professional Regulation Commission (PRC)

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6.Applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN) (1 photocopy); and	Applicant
7.BI Clearance Certificate (1 original).	BI-PEZA Extension Office

CHECKLIST OF REQUIREMENTS (PETITIONER – COMPANY)	WHERE TO SECURE
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1. Submit the following (1 photocopy):
- a.** For Corporations, photocopies of the following:
- Securities and Exchange Commission (SEC) Certificate of Registration;
 - Articles of Incorporation (AOI); and
 - General Information Sheet (GIS) for the current year, stamped received by SEC.
- b.** For Partnerships, photocopies of the following:
- Securities and Exchange Commission (SEC) Certificate of Registration; and
 - Articles of Partnership (AOP).
- c.** For Single Proprietorships, photocopies of the following:
- Department of Trade and Industry's Certificate of Registration of Business Name

Petitioning company

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<p>2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS (1 photocopy);</p>	<p>Petitioning company</p>
<p>3. Petitioner's Income Tax Return (ITR) 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 created company, submit a 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 a copy of ITR with proof of filing (1 photocopy).</p>	<p>Petitioning company</p>



4. Submit the following for the particular positions (if applicable) (1 photocopy):

a. For Treasure Hunter application, Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.

Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies and instrumentalities

b. For Religious Preacher application, submit endorsement from any of the following religious entities:

CBCP/PCEC/INC/JIL or other legitimate religious sects

b.1.) CBCP,

b.2.) PCEC,

b.3.) INC,

b.4.) JIL, or

b.5.) Other legitimate religious sects.

FAP/Malacañang Press Corps./ GOCC or Sponsoring Private Entity

c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:

c.1.) For Commercial Models: FAP.

c.2.) For Foreign Journalists: Malacañang Press Corps.

c.3.) For Trainees: GOCC or Sponsoring Private





<p>5. Mayor's Permit/PEZA Certificate of Registration (1 photocopy).</p>	<p>Petitioning company</p>
<p>6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for (COM02.QF.001-A) (1 original) ; and</p>	<p>BI Website www.immigration.gov.ph</p>
<p>7. A sworn declaration of the petitioning company operating in the Philippines (1 original):</p> <p>a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and</p> <p>b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).</p>	<p>Petitioning company</p>



<p><i>Additional requirements:</i></p> <ol style="list-style-type: none"> 1. Copy of initial Special Work Permit (for Final application) (1 photocopy); 2. Authorization Letter or Special Power of Attorney (SPA) (1 original); and 3. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent (1 photocopy). 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the complete documentary requirements for assessment.	1.1 Check derogatory record <i>Without derogatory Hit:</i> Stamp "No derogatory record as of this date" <i>With derogatory Hit:</i> Advise applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	30 Minutes	Verifier
	1.2 Review completeness of application and eligibility of applicant.	None		Evaluator
	1.3 Issue the Order of Payment Slip (OPS).	None		Assessor

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<p>2. Submit Order of Payment Slip and payment to Cashier on-duty</p>	<p>2.1 Issue Official Receipt.</p>	<p>WITH I-CARD Php 6,440.00</p> <p>NO I-CARD Php 6,440.00</p> <p>Additional Fee for ACR I-Card: 1 Year - + US \$50</p>		<p>Cashier on-duty</p>
<p>3. Submit the complete application with Official Receipt securely fastened.</p>	<p>3.1 Receive the application. Submit to officer-in-charge.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Receiving Officer</p>
	<p>3.2 Issue claim stub with Reference Number to the applicant indicating date of release.</p>	<p>None</p>	<p>1 Minute</p>	<p>Receiving Officer</p>
<p>4. Receive the claim stub.</p>	<p>4.1 Prepare Order of Special Work Permit.</p>	<p>None</p>	<p>15 Minutes</p>	<p>Admin Staff in-Charge</p>

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 CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



	4.2 Review the recommendation.	None	1-2 Days	ACO
	4.3 Approve/Disapprove the Order.			
5. Submit the claim stub to the Receiving/ Releasing Officer.	5.1 Locate the Special Work Permit application.	None	7 Minutes	Receiving/ Releasing Officer
	5.3 Release a copy of the Special Work Permit Order.			
	5.3 Affix applicant's signature in the logbook.			



<p>TOTAL:</p>	<p>WITH I-CARD Php 6,440.00</p> <p>NO I-CARD Php 6,440.00</p> <p>Additional Fee for ACR I-Card: 1 Year - + US \$50</p>	<p>3 working days</p>
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CLARK IMMIGRATION ONE STOP SHOP EXTERNAL SERVICES



1. Alien Registration Program

Office or Division:	Clark Immigration One Stop Shop			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	All foreign nationals staying in the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BI Form 2014-08-019 Rev 0 - Alien Registration Program (ARP) Form;		Clark Immigration One Stop Shop, BI Website		
2. 2x2 picture with white background, must be taken within the last three (3) months from the date of application (4 pieces);		Applicant		
3. Passport Bio-page, latest arrival stamp (1 photocopy each);		Applicant		
4. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy); and		Applicant		
5. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy).		Applicant		
1. Submit the filled-out application form and documentary requirements.	1. Review of subject's details upon receipt of CGAF for ARP.	None	2 Minutes	ARP Officer
	2. Encoding of subject's details.	None	5 Minutes	ARP Officer
2. Biometrics - photo capturing and fingerprint scanning.	3. Performs biometrics to the subject - photo capturing and fingerprint scanning.	None	15 Minutes	ARP Officer
3. Release of SSRN (if necessary)	4. Review of subject's details and biometrics.	None	5 Minutes	ARP Officer
	5. Printing of SSRN, if needed for ECC application.	None	3 Minutes	ARP Officer



TOTAL:	30 Minutes
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2. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	Clark Immigration One Stop Shop
Classification:	Simple Transaction
Type of Transaction:	Note: <i>For dispute purposes</i> , applicant may present official receipts of previous annual report payments
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based
CHECKLIST OF REQUIREMENTS	
1. Original ACR I-Card and/or ACR Paper-based	Applicant
2. Original Passport	Applicant
Note: <i>For dispute purposes</i> , applicant may present official receipts of previous annual report payments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Submit the checklist of requirements to Window 3 of BI-COSS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 Minutes
2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 Minutes per applicant
TOTAL:		P 310 (if no violation of Sec. 10)	15 Minutes



3. Downgrading of Visa

Downgrade of visa from immigrant or non-immigrant visa to temporary visitor's visa (9A).

Office or Division:	Immigration Regulation Division (IRD)		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen(G2C)		
Who may Avail	All foreign nationals with active/expired visas		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
List of requirements are indicated in JMO-2022-001. Copies available at BI-Clark OSS			
List of requirements are indicated in JMO 2022-001		Applicant Client/Applicant	
<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. If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein; b. If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and 2. Endorsement letter from Clark Development Corporation. 3. Photocopy of passport's bio-page and all pages bearing Philippine stamp; 4. Photocopy of ACR I-Card (front and back portions). 5. If applicant is filed by an authorized representative, attach an original Special Power of Attorney (SPA) for each applicant with a photocopy of a valid government issued ID of the attorney-in-fact; 6. Pay corresponding immigration fees. Photocopy 2 sets of the receipts. (NOTE: Original receipts shall be forwarded with the application at the BI main office. 			
		CDC Applicant Applicant Attorney Cashier	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the s for assessment complete documentary requirements for assessment.	1.1. Review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i> BI-Clark OSS
	1.2. Issue Order of Payment Slip (OPS)		5 Minutes	<i>Assessors</i> BI-Clark OSS
2. Present the OPS to the cashier for payment.2. Submits Order of Payment Slip and payment to Cashier	2.1. Issue the Official Receipt (OR).	Express Lane: Php 3,520	5 to 10 Minutes	<i>Cashier</i> BI-Clark OSS
		Visa expired (within 59 days) Php 4,250 w/ issues Visa expired (more than 59 days) Php 5,030 Regular Lane: Valid visa Php 2,520 Visa expired (within 59 days) Php 3,520 Visa expired (more than 59 days) Php 4,030		
3. Submit the complete application.	3.1. Receive the application. Attach the OR to the folder of the applicant	None	5 Minutes	<i>Frontline personnel</i> BI-COSS

	together with Downgrading Endorsement duly signed by the ACO and submit to CRU for DRTS.			
4. Receive the s claim stub.	4.1 Issue the claim stub to applicant indicating the date of release.	None	30 seconds	Frontline personnel BI-COSS
	<i>For Support: Transmit application to IRD Main Office</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Alien Control Officer (ACO) Support Office ACO</i>
	4.2. Checking of the Derogatory records.	None	10 Minutes	IRD personnel staff IRD
	4.3. Drafting of the Order of Downgrading.		10 Minutes	Staff IRD personnel
	4.4. Review of the Order of Downgrading.		10 Minutes	IRD Supervisor IRD
	4.5. Approval/Disapproval of IRD Chief the Order.		10 Minutes	IRD Chief IRD
	4.6. Final Approval/Disapproval of the Commissioner		1 day	Commissioner
	<i>For Support: Transmit application from IRD Main Office to Support</i>		<i>Courier Fees</i>	<i>2 days*</i>
5. Notification of client on the approval of the application.	5.1. Notify the client through via BI website & IRD monitor on the approval of the downgrading.	None	5 Minutes	Staff IRD, MISD
6. Receive the copy of Order	6.1 Release the copy of Order.	None	1 Minute	Staff IRD personnel/ /Authorized Subport office
7. Submit the passport and the claim stub upon notification of the approval of visa downgrading.	7.1. Implements the Downgrading of visa on passport.	None	5 Minutes	IRD Immigration Officer/ IRD/Authorized Subport Office



8. Present the s Claim Stub and Receives	8.1. Secure the claim stub and release the passport.	None	1 Minute	Staff IRD/Authorized Subport office IRD
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the passport with the implemented downgrading				Personnel / Authorized Subport Office
TOTAL time if processed under Express Lane		Total fees depend on visa category	1 day, 1 Hour, 17 Minutes	
TOTAL time if processed under Regular Lane			5 days, 1 Hour, 17 Minutes	
TOTAL time if processed under Express Lane thru Support Offices			4 days, 23 Hour, 14 Minutes*	
TOTAL time if processed under Regular Lane thru Support Offices			8 days, 23 Hours, 14 Minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*Subject to courier delivery lead time

4. Issuance of Emigration Clearance Certificate (ECC) Series A

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Clark-OSS
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may Avail:	<ol style="list-style-type: none"> Temporary visitors with SSP SWP issued from BICOSS that are under CA 613, Sec 9(a) who stayed for six months and beyond. Downgraded SCWV, SCDV, SCIV holders with approved Orders to Leave (OTL).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form	ARP Counter (Window 3)
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	ARP Counter (Window 3)
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)	ARP Counter (Window 3)
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)	Applicant
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)	Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	Applicant
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>	National Bureau of Investigation (NBI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 Minutes	<i>BICOSS Staff</i> ARP Counter Window 3



2. Secure the Order of Payment Slip (OPS).	2. The OSAU staff at the Alien Registration Program (ARP) Counter transmits the ECC/CE application for derogatory checking and issuance of OPS.	None	15 Minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 Minutes	Cashier
4. Submit the Official Receipt (OR)	4. BICOSS staff receives the OR and issues claim stub.	None	1 to 2 Days	Receiving/Releasing Staff- Window 3
	4.1 For Fingerprint Verification, staff encodes and prints the ECC for	None		Fingerprint Examiner/ ECC Typist Immigration Officer
	review of the Immigration Officer.			
	4.2 Final review and approval	None	1 day	ACO
5. Present the claim stub	5. Releases the approved ECC	None	3 Minutes	Receiving/Releasing Staff Window 3
	TOTAL:		3 days, 38 Minutes	

Transaction for Adult with previous extensions or updates	
Emigration Clearance Certificate (Php700) + LRF (Php 10)	
ACR Fee (Php 1,000) + LRF (Php 10)	
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)	
Express Lane Fee (Php 500), <i>if all fees paid</i>	
Adult (14 years old above) - Born in the Philippines with one of the parents is a Filipino citizen but recognized by foreign country	



ACR I-Card Fee (50 USD, BSP Forex rate) + Express Lane Fee (Php 500)
ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)
Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year
Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine</i>

5. Issuance of ACR I-Card

5.1. Issuance of ACR I-Card (New)

Office or Division:	BI-Clark OSS	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Applicants with Approved Visa under JMO 2022-001	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		BI Clark OSS Window 4
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant, Representative
3. Official receipt of payment for the applicable fees (1 photocopy)		Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (Applicant must present the visa implemented on passport and claim stub at	1. Final review of ACR I-Card Application upon receipt of CGAF from Fingerprint Section.	None	2 Minutes per application	Reviewer
	1.1. Encode data and biometrics.		5 Minutes per Application	Staff/Immigration Officer
	1.2. Verify, Approve, and Sort ACR I-Card application		3 days upon receipt of Approved BOC Order	Chief ARD



Windows 3 or 4)	1.3. Print the ACR I-Card.		5 Minutes	Staff Window 4 (Data Trail)
	1.4. Release the ACR I-Card.		5 Minutes	Staff
	TOTAL	None	3 days and 17 Minutes	

5.2. Issuance of ACR I-CARD (Renewal/Extension)

Office or Division:	BI Clark-OSS		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	SCWV, SCDV, SCIV Visa holder (voluntary)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		BI Clark OSS Window 4	
2. Photocopy of passport bio-page, visa implementation page and latest admission (1 Copy each)		Applicant	
3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)		Cashier	
For Lost ACR I-Card:			
A. Affidavit of Loss (1 Copy)		A. Notary Public	
B. Police Report on Loss of ACR I-Card		B. PNP	
For Amendment of the following:			
A. Name - Court Order (if applicable) (1 Copy)		A. Court	
B. Citizenship/Nationality - Official document proving change of citizenship/nationality (1 Copy)		B. Court	



<p>C. Civil Status - Official document proving change of civil status (i.e., Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	C. Report of marriage where the marriage took place
<p>D. Address - Certificate of Residence from the Barangay Captain (1 Copy)</p>	D. Office of the Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim the ACR I-Card (applicant must present the	1. Final review of ACR I-Card Application upon receipt of	None	2 Minutes per application	Reviewer Staff
visa implemented on passport, claim stub, and old i-card at Windows 3 or 4)	CGAF from Fingerprint Section.			
	1.1. Verify, approve, and sort ACR I-Card application.	None	3 days upon receipt	ACO
	1.2. Print the ACR I-Card.	None	5 Minutes	Staff Window 4 (Data Trail)
	1.3. Release the ACR I-Card.	None	5 Minutes	Staff BICOSS Window 3
	TOTAL	None	3 days and 7 Minutes	

6. Provisional Work Permit

Office or Division:	BI Clark One-Stop Shop
Classification:	Highly Technical Transaction
Type of Transaction:	G2C - Government to citizen
Who may avail:	Foreign nationals who are to engage in work pursuant to an employment arrangement in the CFZ pending the issuance of their AEP or CA Sec 9(g) work visa which is valid for a period not exceeding six (6) months, non-renewable, with an initial duration of not more than three (3) months plus final three (3) months period when applied for.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant	Petitioner
2. Duly accomplished CGAF for Work permit	CGAF - BI Clark OSS/BI website: www.immigration.gov.ph
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/valid authorized stay	Applicant/petitioner
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment	Petitioner
5. Photocopy of the official receipt of AEP or SCWV application	Applicant/petitioner
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901, 1902, 1904, AEP with TIN)	Applicant/petitioner
7. Endorsement letter	CDC
8. BI Clearance Certificate	BI Clark OSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to CDC	Upon CDC endorsement to BI Clark OSS: Interview, Admission status verification, Derogatory and doc check Assessment of fees	Php 6,330.00	10 Minutes. 2 Minutes.	AACO/Staff Assessor
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 Minutes.	Collecting Officer



	Prepare PWP order	None	5 Minutes.	Staff
	Review, recommend for approval.	None	2 Minutes.	Immigration Officer
	Verify and approve work permit.	None	1 Day	ACO
	Release of passport and other documents to the client	None	2 Minutes.	Staff
	TOTAL	None	1 Day and 23 Minutes	

7. Subic-Clark Investor's Visa (SCIV)

Office or Division:	BI Clark One-Stop Shop
Classification:	Highly Technical Transaction
Type of Transaction:	G2C - Government to citizen
Who may avail:	Foreign Nationals endorsed by CDC with at least US\$250,000.00 or its peso equivalent allocation on cash or stock investment that shall be used within CFZ.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form;	BI-Clark OSS Window 3, BI website
2. CDC Endorsement	CDC
3. Passport;	Applicant/Petitioner
4. Photocopy of passport's bio-page, latest visa implementation page and the page bearing the latest admission/arrival.	Applicant/Petitioner
5. Photocopy of ACR I-Card (front and back portions) in case of renewal/extension);	Applicant/Petitioner
6. Copy of AEP.	Applicant/Petitioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Submission of documents and requirements to BI-Clark OSS	<ol style="list-style-type: none"> 1. Review the completeness of application and eligibility of applicant. 2. Encoding 3. Assessment of fees: <p>New (1 yr)- Principal</p> <p style="text-align: center;">- Dependent</p>	<p>Php 7,970.00 I-card \$50 + 500/yr</p>	<p>10 Minutes.</p> <p>5 Minutes</p> <p>2 Minutes.</p>	<p>Evaluator/Immigration Officer</p> <p style="text-align: center;">Encoder</p> <p style="text-align: center;">Assessor</p>
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		<p>Php 6,970.00 I-card \$50 + 500/yr</p>		
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 Minutes.	Collecting Officer
	Approval, Implementation of Visa on CDC endorsement and passport	None	2 Days	AACO
	Biometrics for the ACR I-Card	None	5 Minutes	Staff
	Release of passport and other documents to the client	None	2 Minutes.	Staff
	TOTAL	None	2 Days and 26 Minutes	

8. Subic-Clark Dependent's Visa (New/Extension)

Office or Division:	BI Clark One-Stop Shop
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Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Dependents of SCWV holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form;		BI-Clark OSS Window 3, BI website
2. CDC Endorsement		CDC
3. Passport;		Applicant/Petitioner
4. Photocopy of passport's bio-page, latest visa implementation page and the page bearing the latest admission/arrival.		Applicant/Petitioner
5. Photocopy of ACR I-Card (front and back portions) in case of renewal/extension);		Applicant/Petitioner
6. Copy of AEP		Applicant/Petitioner
7. Proof of relationship to principal: Birth certificate(children) Marriage certificate (spouse)		Applicant/Petitioner

duly authenticated, notarized.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to BI-Clark OSS	1. Review the completeness of application and eligibility of applicant 2. Encoding 3. Assessment of fees: New 1 year	 Php 5,360 + \$50 + Php500	10 Minutes 5 Minutes 2 Minutes	Evaluator/Immigration Officer Encoder Assessor



	- 15-21 y.o - 14 y.o. below 2 years	Php 4850 +\$50 + Php500		
	- 15-21 y.o - 14 y.o. below - 14 y.o. below	Php 6590 + \$100 + Php1000 Php 6090 + \$100 + Php1000		
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 Minutes.	Collecting Officer
	Approval, Implementation of Visa on CDC endorsement and passport.	None	2 Days	AACO
	Biometrics for the ACR I-Card	None	5 Minutes	Staff
	Release of passport and other documents to the client	None	2 Minutes.	Staff
	TOTAL	None	2 Days and 26 Minutes	

9. Subic-Clark Working Visa (New/Extension)

Office or Division:	BI Clark One-Stop Shop		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Foreign Nationals endorsed by CDC		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished application form;		BI-Clark OSS Window 3, BI website	
2. CDC Endorsement		CDC	
3. Passport;		Applicant/Petitioner	



4. Photocopy of passport's bio-page, latest visa implementation page and the page bearing the latest admission/arrival.	Applicant/Petitioner
5. Photocopy of ACR I-Card (front and back portions) in case of renewal/extension);	Applicant/Petitioner
6. Copy of AEP.	Applicant/Petitioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to BI-Clark OSS	1. Review the completeness of application and eligibility of applicant		10 Minutes	Evaluator/Immigration Officer
	2. Encoding		5 Minutes	Encoder
	3. Assessment of fees:		2 Minutes	Assessor
	New	Php 6,620.00 I-card		
1 year	\$50 + 500/yr			
2 years	Php 8,360 .00			



	Renewal	I-card \$100 + 1000/yr		
	1 year	Php 4,550.00 I-card \$50 + 500		
	2 Years	Php 8,050.00 I-card \$100 + 1000		
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 Minutes.	Collecting Officer
	Approval, Implementation of Visa on CDC endorsement and passport.	None	2 Days	AACO
	Biometrics for the ACR I-Card	None	5 Minutes	Staff
	Release of passport and other documents to the client	None	2 Minutes.	Staff
	TOTAL	None	2 Days and 26 Minutes	

10. Special Study Permit

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:	Immigration Regulation Division (IRD) – Student Visa Section (SVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)



Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 1. Below 18 years old and enrolled in bachelor degree courses; 2. Enrolled and admitted in a non-degree course; or 3. Enrolled in accredited school/academy/institution within CFZ's jurisdiction. 4. Enrolled and admitted in a short course of less than one (1) year or two (2) year courses and TESDA courses; or 5. Enrolled and admitted in an English Language Program; or 6. Enrolled in Preschool, Primary or Secondary Levels; and 7. Cross-enrollees.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner from the representative of the petitioning school;	Applicant & petitioning school
2. Duly 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;	BI website
3. Photocopy of passport bio-page and latest admission with valid authorized stay;	Applicant
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 applicants below 18 years of age;	Petitioning school
5. Photocopy of BI school accreditation ID of the registrar or school representative;	Petitioning school
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and	National Bureau of Investigation

7. BI Clearance Certificate	BI Clark OSS
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit requirements	1. Receive and review documents	None	5 Minutes	Receiving Officer
	2. For derogatory checking and assessment of fees	None	5 Minutes	Immigration Officer
2. Payment of fees	Receive payment and Issue Official Receipt	Php 4,740	5 Minutes	Cashier Window 1
	For Approval	None	1 to 3 days	OIC-ACO
3. Receive Permit	Releasing of Permit	None	2 Minutes	Releasing Officer
TOTAL		Php 4,740	3 Days, 17 Minutes	

11. Special Work Permit

Office or Division:	BI Clark One-Stop Shop		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C - Government to citizen		
Who may avail:	Foreign nationals intending to engage in work outside of an employment arrangement in CFZ pending the issuance of their AEP or CA Sec 9(g) work visa which is valid for a period not exceeding six (6) months, non-renewable, with an initial duration of not more than three (3) months plus final three (3) months period when applied for.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant		Petitioner	
2. Duly accomplished CGAF for Work permit		CGAF - BI Clark OSS/BI website: www.immigration.gov.ph	



3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	Applicant/petitioner
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment	Petitioner
5. Photocopy of the official receipt of AEP or SCWV application	Applicant/petitioner
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g., BIR Forms 1901, 1902, 1904, AEP with TIN)	Applicant/petitioner
7. Endorsement letter	CDC
8. BI Clearance Certificate	BI Clark OSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to CDC	Upon CDC endorsement to BI Clark OSS: Interview, Admission status verification, Derogatory and doc	Php 6,440.00	10 Minutes.	AACO/Staff Assessor
	check		2 Minutes.	
	Assessment of fees			
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 Minutes.	Collecting Officer
	Prepare WP order	None	5 Minutes.	Staff
	Review, recommend for approval.	None	2 Minutes.	Immigration Officer
	Verify and approve work permit.	None	1 Day	ACO

	Release of passport and other documents to the client	None	2 Minutes.	Staff
	TOTAL	None	1 Day and 23 Minutes	

12. Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Tourist Visa Section (TVS)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals intending to work in the CFZ, or those foreign nationals in the Zones with validly issued SSP or SWP

CATEGORY WITH AUTHORIZED STAY	EXTENSION/S ALLOWED
A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	
C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
E. For holders of Macau SAR passports: FSC 122-11; 14 Days	
F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days
G. Executive Order No. 408 (EO408); 30 Days	<ol style="list-style-type: none"> 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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 days 2. Extendible monthly or every 2 months thereafter
K. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days	Extendible monthly or every 2 months

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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List of requirements:	
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1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF. 001.Rev 02)	Window 3 BICOSS t /BI Website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Review the completeness of application	None	5 Minutes	Assessors
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate			

1. Submit the completely filled-out application form, original passport and other supporting documents.	<i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	15 Minutes	Assessors
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	13 Minutes	Assessors
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessors
2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR)	See schedule of fees	10 Minutes	Cashier
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer
	3.1 Implementation of visa extension	None	5 Minutes	Visa Approving Officer
	3.2 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 Minutes	Staff-in-charge
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 Minutes	Staff-in-charge



5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 Minutes	<i>Staff-in-charge</i>
TOTAL if processed under Express Lane		Total fees depend on visa category	1 Hour and 4 Minutes	
TOTAL if processed under Regular Lane			3 working days	



MARIVELES IMMIGRATION ONE-STOP-SHOP EXTERNAL SERVICES



1. FAB Investor Visa

Office or Division:	BI Mariveles One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2C-Governmenttocitizen	
Who may avail:	Foreign nationals who opt to invest in the Freeport Area of Bataan (FAB)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner thru the Alien Control Officer		Petitioner
2. Duly accomplished Consolidated General Application Form (CGAF)		CGAF-BI Mariveles OSS/BI website: www.immigration.gov.ph
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/valid authorized stay		Applicant or petitioner
4. Proof of Investment amounting to Seventy Five Thousand US Dollars		Certificate of Inward Remittance/s from the Manager of the authorized applicant's agent bank in the Philippines indicating that the foreign currency was converted to pesos; the investment can be in the form of cash, bonds, stocks, capital investment, money market, and/ or bank deposit
5. Copy of Alien Employment Permit(AEP)for foreign nationals who shall engage in gainful employment or Certificate of AEP Exclusion for categories of foreign national included in the exclusive enumeration under Section 3 of Department Order No. 186-17, series of 2017		Department of Labor and Employment (DOLE)
6. Copy of Official Receipt(O.R.)of the Tax payer Identification Number/Tax payer Identification Number(TIN)		Bureau of Internal Revenue (BIR)
7. Endorsement letter from AFAB		Authority of the Freeport Area of Bataan (AFAB)
8. BI Clearance Certificate		BI Mariveles OSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents And requirements to AFAB	Upon AFAB endorsement to BI Mariveles OSS:		10mins.	AACO/Staff
	Interview, Admission status verification, Derogatory and doc check Assessment of fees	Php 6,960.00	2 mins.	Assessor
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Order of conversion and implementation of Visa		5 mins.	AACO
	Biometrics for the ACR I-Card		5 mins	Staff
	Release of passport and other documents to the client		2 mins.	Staff



2. FAB Working Visa

Office or Division:	BI Mariveles One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2C-Government to citizen	
Who may avail:	Foreign nationals who are to be employed by a FAB registered company	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner thru the Alien Control Officer		Petitioner
2. Duly accomplished CGAF		CGAF-BI Mariveles OSS/BI website: www.immigration.gov.ph
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/valid authorized stay, latest visa implementation, if Renewal		Applicant or petitioner
4. Notarized Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment		Petitioner
5. DOLE original certified true copy of Alien Employment Permit (AEP) with TIN		DOLE
6. Endorsement letter from AFAB		AFAB
7. BI Clearance Certificate		BI Mariveles OSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to AFAB	Upon AFAB endorsement to BI Mariveles OSS:	Php 7,120.00+\$50	10minutes 2 minutes	AACO/Staff Assessor
	Interview, Admission status verification, Derogatory and doc check	Php 8,820.00+\$100		
	Assessment of fees: Issuance (1 yr) Issuance(2 yrs)	Php 5,050.00+\$50 Php 8,550.00+\$100		
	Renewal (1yr) Renewal (2yrs)			
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 minutes	Collecting Officer
	Order of conversion/renewal and implementation of Visa	None	5 minutes	AACO
	Biometrics for the ACR I-Card	None	5 minutes	Staff
	Release of passport and other documents to the client	None	2 minutes	Staff



3. FAB Dependent Visa

Office or Division:	BI Mariveles One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2C-Government to citizen	
Who may avail:	Legal spouse and unmarried children below twenty one(21) years old of FWV/FIV holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner thru the Alien Control Officer		Petitioner
2. Duly accomplished CGAF		CGAF-BI Mariveles OSS/BI website: www.immigration.gov.ph
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/valid authorized stay, latest visa implementation, if Renewal		Applicant or petitioner
4. Copy of Birth Certificate (child)/Marriage Certificate (spouse) – Authenticated or notarized by Philippine Embassy at the applicant's country of origin		Applicant or petitioner
5. Copy of Notarized Affidavit of Support executed by principal/ sponsor		Applicant or petitioner
6. Endorsement letter from AFAB		AFAB
7. BI Clearance Certificate		BI Mariveles OSS



CLIENT STEPS	AGENCY ACTION	FEESTOBE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents And requirements to AFAB	<p>Upon AFAB endorsement to BI Mariveles OSS:</p> <p>Interview, Admission status verification, Derogatory and doc check</p> <p>Assessment of fees:</p> <p>Issuance (1 yr) -ADULT - MINOR</p> <p>Issuance(2yrs)-ADULT - MINOR</p> <p>Renewal(1yr) -ADULT - MINOR</p> <p>Renewal(2yrs) -ADULT - MINOR</p>	<p>Php 6,110.00+\$50</p> <p>Php 5,360.00+\$50</p> <p>Php 7,310.00+\$100</p> <p>Php 6,060.00+\$100</p> <p>Php 4,850.00+\$50</p> <p>Php 4,850.00+\$50</p> <p>Php 8,150.00+\$100</p> <p>Php 8,150.00+\$100</p>	<p>10mins. 2 mins.</p>	AACO/Staff Assessor
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Order of conversion/renewal and Implementation of Visa	None	5 mins.	AACO
	Biometrics for the ACRI-Card	None	5mins	Staff
	Release of passport and other Documents to the client	None	2 mins.	Staff



4. FAB Special Work Permit

Office or Division:	BI Mariveles One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2C-Government to citizen	
Who may avail:	Foreign nationals who have the intention of engaging in gainful employment in Philippine for a period of between 3 and six (6) months <ul style="list-style-type: none"> • Before the issuance of the permit by the BI, a company registered within the laws of the Philippines, in our case, FAB Registered, has to be willing to serve as the petitioner to the foreign national. During the initial application, the permit is issued for three months, but this can be extended for six months if the gainful employment exceeds the initial three months. Since the SWP is only granted for short term periods, the status of the foreign national remains to be that of the tourists requiring the foreign international to make tourist visa extensions where applicable. • This is subject to the restrictions imposed by the BI and DOLE involving nature of the job/employment. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant		Petitioner
2. Duly accomplished CGAF		CGAF-BI Mariveles OSS/BI website: www.immigration.gov.ph
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay		Applicant or petitioner
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment		Petitioner
5. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)		Applicant or petitioner
6. Endorsement letter from AFAB		AFAB
7. BI Clearance Certificate		BI Mariveles OSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents And requirements to AFAB	Upon AFAB endorsement to BI Mariveles OSS: Interview, Admission status verification, Derogatory and doc check Assessment of fees	Php6,440.00	10 mins. 2 mins.	AACO/Staff Assessor
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Prepare SWP order	None	5 mins.	AACO
	Release of passport and other documents to the client	None	2 mins.	Staff



5. FAB Provisional Work Permit

Office or Division:	BI Mariveles One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2C-Government to citizen	
Who may avail:	Can be issued only for a maximum of six months, without the possibility of renewal. This is consistent with the supplemental guidelines issued by the Bureau of Immigration (BI) that imposed strict monitoring of the issuance of PWP. PWPs are also used by FAB Working Visa applicants to work on a short-term basis while their visa is being processed. <ul style="list-style-type: none"> • If the visa is not issued within this period and the PWP expires, the foreign national will lose their right to work and must wait until the FWV is issued before starting work again. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) Taxes due on all income of the applicant		Petitioner
2. Duly accomplished CGAF		CGAF-BI Mariveles OSS/BI website: www.immigration.gov.ph
3. Original and Photo copy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/valid authorized stay		Applicant/petitioner
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment		Petitioner
5. Photocopy of the official receipt of AEP or FWV application		Applicant/petitioner
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)		Applicant/petitioner
7. Endorsement letter from AFAB		AFAB
8. BI Clearance Certificate		BI Mariveles OSS



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documents and requirements to AFAB	Upon AFAB endorsement to BI Mariveles OSS:	Php 6,330.00		
	Interview, Admission status verification, Derogatory and doc check		10 mins.	AACO/Staff
	Assessment of fees		2 mins.	Assessor
Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Prepare PWP order	None	5 mins.	AACO
	Release of passport and other Documents to the client	None	2 mins.	Staff



6.1. Extension of Tourist Visa–Visa Waiver

Foreign nationals who entered the Philippines under Executive Order No.408 with thirty(30)days authorized stay mayrequest foraninitial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.

Office or Division:	BIMarivelesOSS	
Classification:	SimpleTransaction	
TypeofTransaction:	GovernmenttoCitizen(G2C)	
Whomayavail:	AllforeignnationalsadmittedunderExecutiveOrder.No. 408.	
CHECKLISTOFREQUIREMENTS		WHERE TOSECURE
Listofrequirementsarethefollowing:		BIMarivelesOne-StopShop/BIWebsite www.immigration.gov.ph/
1.AccomplishedTouristVisaExtension Form		
2.Passportoftheapplicant (original)		
3.Biopageof thepassportandlatestarrivalstamp(1photocopy)		Applicant
<i>Additionalrequirementspervisa category:</i>		Applicant
1. SpecialPowerofAttorney(SPA);and One(1)validIdentification Card of the representative; as applicable		
2. PhotocopyofBIAccreditationIDoftheTravel Agent		

CLIENT STEPS	AGENCY ACTION	FEESTOBE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.Reviewthecompletenessof application	None	5 Minutes	Assessor



1. Submit the completely filled-out application form, original passport and other supporting documents.	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BIC Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	10 Minutes	Assessor
	1.2 Verify the travel record (latest	None	10 Minutes	Assessor



6.2. Extension of Tourist Visa–Visa Waiver (E-Services/Visa Waiver through Online System)

Foreign nationals who entered the Philippines under Executive Order No. 408 with thirty (30) days authorized stay may request through an online system for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens

Office or Division:	BIMarivelesOSS	
Classification:	Simple	
Type of Transaction:	G2C–Government to Citizen	
Whom may avail:	All foreign nationals admitted under Executive Order No. 408 with less than 59 days initial stay	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> Original passport of the applicant Registered E-services Account 		Client https://e-services.immigration.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph/ and fill out all mandatory information in the Visa Waiver E-Form and submit the same for processing	1. Validate the information provided by the client <i>Note: Information provided by the client should be the exact match of records reflected in the BICQSS; otherwise, the application will not proceed.</i>	None	1 minute	System automated



<p>2. Click "PayNow" and proceed to online payment</p>	<p>2. Generate payment summary</p>	<p>Php 3,030 with valid stay Php 4,030.00 with expired stay <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i></p>	<p>1 Minute</p>	<p>System Automated</p>
<p>3. Retrieve system-generated Official Receipt with visa waiver validity thru the registered email</p>	<p>3. Check derogatory record</p>	<p>None</p>	<p>1 Minute</p>	<p>System Automated</p>
	<p>3.1. Without derogatory hit Send system-generated Official Receipt with visa waiver validity thru the registered email</p>	<p>None</p>	<p>Within 5 Minutes upon retrieval of derogatory record</p>	<p>Staff-in-charge</p>
	<p>3.2 (a) With derogatory hit but eligible to apply Review Derogatory Record and Approve application</p>	<p>None</p>	<p>Within 5 Minutes upon retrieval of derogatory record</p>	<p>Staff-in-charge</p>



	3.2 (b) With derogatory hit for compliance Click "For compliance" and advise applicant thru an advisory email to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance.	None	Within 5 Minutes upon retrieval of derogatory record	Staff-in-charge
	Input NTSP Clearance Control Number in the system.	None	Within 5 Minutes upon issuance of NTSP Certificate	Staff-in-charge CCS
TOTAL if processed without clearance requirement		Php3,030 with valid stay Php 4,030.00 with expired stay (exclusive of online payment aggregator and bank/e-wallet charges)	3 minutes	
TOTAL if processed with clearance requirement			8 minutes	



6.3. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors/tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	BIMarivelesOSS	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Whom 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
	<i>A. For holders of British National Overseas (BNO) passports: FSC 122-119(a); 7 Days</i>	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 month extension thereafter
	<i>B. For holders of Portuguese-Macaopassports: Tourist Visa under Section 9(A); 7 Days</i>	
	<i>C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days</i>	Allowed to extend only for 14 days
	<i>D. For holders of British National Overseas (BNO) passports: FSC 122-119(a); 7 Days</i>	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 month extension thereafter
	<i>E. For holders of Portuguese-Macaopassports: Tourist Visa under Section 9(A); 7 Days</i>	
	<i>F. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days</i>	Allowed to extend only for 14 days
	<i>G. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days</i>	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 month extension thereafter
	<i>H. For holders of Macau SAR passports: FSC 122-11; 14 Days</i>	
	<i>I. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days</i>	
	<i>J. Executive Order No. 408 (EO408); 30 Days</i>	
	<i>K. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP</i>	
	<i>L. Tourist Visa under Section 9(A); 60 Days for APEC Business Travel Card (ABTC) holders</i>	



	<i>M. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days</i>	
	<i>N. For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	BIMarivelesOSS /BIWebsite www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio-page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessor
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate	None	10 Minutes	Assessor
	<i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropri			



	ate derogatory clearance			
	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	10 Minutes	Assessor
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor
	3. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier
	3. Approval of visa extension	None	5 Minutes	Visa Approving Officer
	3.1 Implementation of visa extension	None	5 Minutes	Visa Approving Officer
	3.2 Notify the applicant on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	Staff-in-charge
	4. Validate the BI Clearance Certificate and Conformity Sheet	None	2 minutes	Staff-in-charge
	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL if processed under Express Lane		Total fees depend on visa category and	1 hour and 4 minutes	



TOTAL If processed under Regular Lane	3 working days
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6.4. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors/tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	BIMarivelesOSS	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Whom 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. For holders of British National Overseas (BNO) passports: FSC122-119(a); 7 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	B. For holders of Portuguese-Macaopassports: Tourist Visa under Section 9(A); 7 Days	
	C. For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days	Allowed to extend only for 14 days
	D. For holders of Hong Kong SAR passports: FSC125-10; 14 Days	<ol style="list-style-type: none"> 1. Initial extension of 7 days 2. Second extension of 38 days visa waiver 3. Monthly or every 2 months extension thereafter
	E. For holders of Macau SAR passports: FSC122-11; 14 Days	
	F. For holders of Indian passports with AJACSSUK Visa: FSC36-10; 14 day	Allowed to extend only for 7 days
	G. Executive Order No. 408 (EO 408); 30 Days	<ol style="list-style-type: none"> 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. For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days	1. Initial extension of 31 days 2. Extendible monthly every 2 months thereafter
	K. For holders of Gibraltarian or Israel passports: Tourist Visa under Section 9(A); 59 Days	Extendible monthly every 2 months

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of requirements: 1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	BIMarivelesOSS /BI Website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Biopage of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant
<i>Additional requirements per visa category:</i> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport and other supporting documents.	1. Review the completeness of application	None	5 Minutes	Assessor
	1.1 Check the derogatory record <i>Without derogatory hit:</i> Issue BI Clearance Certificate <i>With derogatory hit:</i> Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance	None	10 Minutes	Assessor



	1.2 Verify the travel record (latest arrival details, admission status, etc.)	None	10 Minutes	Assessor
	1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon	None	5 Minutes	Assessor
2. Present the OP to the Cashier for payment.	3. Issue the Official Receipt (OR).	<i>See schedule of fees</i>	10 Minutes	<i>Cashier</i>
3. Submit the OR.	3. Approval of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
	3.1 Implementation of visa extension	None	5 Minutes	<i>Visa Approving Officer</i>
	3.2 Notify the applicant on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	<i>Staff-in-charge</i>
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	<i>Staff-in-charge</i>
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	<i>Staff-in-charge</i>
TOTAL if processed under Express Lane		Total fees depend on visa category and	1 hour and 4 minutes	
TOTAL if processed under Regular Lane			3 working days	



APPLICATIONTYPE	FEES(in Php)
1)InitialExtensionforthefollowingpassportholders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR; [d] Macao SAR; [e] PROC with AJACS Visa; and [f] Indian with AJACSSUK Visa	1,430.00
2) Visa Waiver for foreign nationals admitted under EO 408	2,130.00
3) One (1) Month Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	2,150.00
ii. 14-15 years of age	3,150.00
iii. 16 years above	3,400.00
4) Two (2) Months Extension after 59 days of Stay <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
A. Non-Visa Required Nationals:	
i. Minor	2,650.00
ii. 14-15 years of age	3,650.00
iii. 16 years above	3,900.00
B. Visa Required:	
i. Minor	2,950.00
ii. 14-15 years of age	3,950.00
iii. 16 years above	4,200.00
5) Initial Extension for holders of Brazilian passports <i>(Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)</i>	
i. Minor	1,640.00
ii. 14-15 years of age	2,640.00
iii. 16 years above	2,890.00



EXPRESSLANE

APPLICATIONTYPE	FEES(in Php)
1)InitialExtensionforthefollowingpassportholders: [a] British National Overseas (BNO); [b] Portuguese-Macau; [c] Hong Kong SAR;[d]MacaoSAR;[e]PROCwithAJACSSUK Visa;and[f]Indian with AJACSSUK Visa	2,430.00
2)VisaWaiverforforeignnationalsadmittedunderEO408	3,130.00
3)One(1)MonthExtensionafter59daysofStay (FeesareexclusiveofUS\$50.00for ACR I-Card; basedonBSP ForexRate)	
a. Minor	3,150.00
b. 14-15 years of age	4,150.00
c. 16 years above	4,400.00
4) Two (2) Months Extension after 59 days of Stay (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Non-Visa Required Nationals:	
i. Minor	3,650.00
ii. 14-15 years of age	4,650.00
iii. 16 years above	4,900.00
b. Visa Required:	
i. Minor	4,450.00
ii. 14-15 years of age	5,450.00
iii. 16 years above	5,700.00
5) Initial Extension for holders of Brazilian passports (Fees are exclusive of US \$50.00 for ACR I-Card; based on BSP Forex Rate)	
a. Minor	2,140.00
b. 14-15 years of age	3,140.00
c. 16 years above	3,390.00



7. Cancellation of ACRI-Card

Office or Division:	BIMarivelesOSS	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Alien holder of ACRI-Card with permanent resident visa or temporary resident visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-015 Letter request addressed to Chief ARD	Applicant	
2. ACRI-Card with original card seen (1 photocopy)	Applicant	
3. Passport bio-page, visa implementation page and latest admission with valid authorized stay (1 photocopy)	Applicant	
4. Copy of Downgrading Order	BIMarivelesOSS	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application form and general ACRI-Card information.	None	5 minutes	Staff
2. Submit the filled-out application form and other documentary requirements.	2. Receive the application. 2.1 Notify the applicant of the lacking document/s, if any.	None	5 minutes	Staff
	2.2. Check for any derogatory record, assess the fees and issue Order of Payment Slip (OPS).	None	5 minutes	Staff



3. Present the OPs to the Cashier for payment.	3. Issue the Official Receipt (OR).	P 1,010	10 minutes	<i>Cashier</i>
4. Submit the application with the OR.	4. Receive the application and issue the claim stub.	None	5 minutes	<i>Staff</i>
	4.1. Forward applications to the ARD for cancellation	None	5 minutes	<i>Staff</i>
	TOTAL	P 1,010	35 minutes	



8. Change Status in ACRI-Card

Office or Division:	BI Mariveles OSS	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government(G2G),Government to Business(G2B),and Government to Citizen(G2C)	
Who may avail:	Permanent Residents holding an ACR and ACR paper-based	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1.Accomplished application form(BI Form 2015-08-006 Rev 0)	BI Mariveles OSS
	2.Original ACR(to be surrendered)	
	3.Valid passport bio-page, passport pages bearing the visa Implementation and latest admission. In case of new passport, photo copy of summary of latest arrival (1 photocopy)	
ADDITIONAL REQUIREMENTS:		
A. In case of lost ACR:		
a. Affidavit of Lost,		
b. Police Report		
B. For Amendment/s:		Applicant



<p>NAME: a.) Court Order(if applicable), b.) Amended/Corrected Birth Certificate, c.) Affidavit of Amendment of Name/Inclusion of Name</p> <p>ADDRESS: a.) Certificate of Residence from the Barangay Captain, b.) Affidavit or Change of Address</p> <p>CIVIL STATUS: a.) Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/ Divorce Decree), b.) Affidavit of Change of Civil Status</p> <p>CITIZENSHIP: a.) Official document proving Change of Citizenship/Nationality, b.) Affidavit of Change of Citizenship/Nationality</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements in a long folder	1. Receive, evaluate the completeness and discrepancies of the documents submitted, conduct derogatory checking and issue the Order of Payment Slip (OPS)	None	15minutes	Staff
2. Present the OPS to the cashier for payment.	2. Issue Official Receipt (OR).	Refer to the table of fees below	10minutes	Cashier
3. Submit the Official Receipt (OR)	3. Print the ACR I-cards.	None	30minutes	Staff Data Trail Inc.
4. Present claim stub to claim ACR I-Card	4. Release the ACR I-Card	None	5 minutes	Staff
	TOTAL		55 minutes	

ACRI-Card(50USD,BSPForexRate)+ExpressLaneFee(Php500)ACRReplacement(ACRFee-Php1,000)+LRF(Php10),Express Lane Fee(Php500)
ACR Replacement(ACRFee-Php1,000)+LRF(Php10), Express Lane Fee(Php500)
Motion for Reconsideration for Late Filing(Php500),LRF(Php10),Express Lane Fee(Php500)
Admin Fine for Late Filing(Php2,000)
Motion for Reconsideration for Annual Report(Php500)+LRF(Php10)+ExpressLaneFee(Php500),AnnualReport(Php300)+LRF(Php 10),Admin finePhp200/month but not exceeding ofPhp2,000/year
RE REGISTRATION APPLICANTS(reaching 14 years old) ,if applicable
ACRFee(Php1,000)+ICRFee(Php1,400)+LRF(Php 20)+HeadTax(Php250),AdminFinePhp200/monthbutnotexceedingofPhp 2,000/year
AMENDMENTS (Name,ChangeAddress,CivilStatus,Citizenship),ifapplicable



AmendmentFee(Php500)+LRF(Php10)+ExpressLaneFee(Php500),AdminFineforchangeaddressPhp200/monthbutnotexceeding of Php 2,000/year
LOSTACR ,if applicable
DuplicateOriginalofACR(Php1,000),DuplicateOriginalofICR(Php1,000),LRF(Php20)+ExpressLaneFee(Php1,000)



9. Issuance of Emigration Clearance Certificate(ECC)Series A

Emigration Clearance Certificate is issued to departing foreign national to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Mariveles OSS	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), and Government to Citizen (G2C)	
Who may avail:	<ol style="list-style-type: none"> 1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas. 3. All aliens with approved Orders to Leave (OTL). 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		BI Mariveles OSS/BI website www.immigration.gov.ph
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form		BI Mariveles OSS/BI website www.immigration.gov.ph
3. BI Form 2015-08-001 A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		BI Mariveles OSS/BI website www.immigration.gov.ph
4. 2x2 picture with white background and must be taken within the Last three (3) months from the date of application (4 pieces)		Applicant
5. Passport Bio-page, Latest arrival stamp (1 photocopy each)		Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		Applicant
7. Orders (Order to Leave/Downgrading/Motion for Reconsideration/Visa Extension Orders), if applicable (1 photocopy)		Applicant
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		National Bureau of Investigation (NBI)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	None	10 minutes	Staff-in-Charge
2. Secure the Order of Payment Slip (OPS).	2. Derogatory checking and issuance of OPS.	None	15 minutes	Assessor
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	Cashier
4. Submit the Official Receipt (OR)	4. BI Mariveles OSS staff receives the OR and issues claim stub.	None	1 to 2 Days	Receiving/Releasing Staff
	4.1 For Fingerprint Verification, BI Mariveles OSS staff encodes and prints the ECC/CE for review of the Alien Control Officer	None		Assessor
	4.2 Final review and approval	None	1 day	AACO
5. Presents the claim stub	5. Releases the approved ECC/CE	None	3 minutes	Receiving/Releasing Staff
	TOTAL:		3 days, 38 minutes	



Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate(Php700)+LRF(Php10)
ACR Fee(Php1,000)+LRF(Php10)
Certificate of Residence for Temporary Visitor(CRTV),if stayed 6 months or more(Php1,400)+LRF(Php10)
Express Lane Fee(Php500), <i>if all fees paid</i>
Adult (14years old above)-Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country
ACRI-Card Fee(50USD, BSP Forex rate)+Express Lane Fee(Php500)
ACR Fee(Php1,000)+ECC(Php700)+NBCRFee(Php1,400)+LRF(Php30)+ExpressLaneFee(Php 500)
Annual Report Fee(Php300)+LRF(Php10), Administrative fine per month for annual report(upon issuance of foreign passport)-Php 200/month but not exceeding of Php2,000/year
Administrative fine per month for late registration(upon issuance of foreign passport)-Php200/month but not exceeding of Php 2,000/year
<i>Note: Administrative fine will be assessed which ever is higher between annual report fine and late registration fine</i>



10. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen(14)years of age shall have the duty of reporting for such alien.

Office or Division:	BI Mariveles OSS	
Classification:	Simple Transaction	
Type of Transaction:	Government To Citizen (G2C)	
Who may avail:	All Registered Aliens with ACRI-Card and/or ACR Paper-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original ACRI-Card and/or ACR Paper-based	Applicant	
2. Original Passport	Applicant	
Note: <i>For dispute purposes</i> , applicant may present Official Receipts of Previous annual report payments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Assessor



<p>2. Submit the OPS to the cashier for payment</p>	<p>2. Issuance of Official Receipt</p>	<p>Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual</p>	<p>10 minutes per applicant</p>	<p><i>Cashier</i></p>
		<p>Report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended</p>		
<p>TOTAL:</p>		<p>P 310 (if no violation of Sec. 10)</p>	<p>15 minutes</p>	



SUBIC IMMIGRATION ONE STOP SHOP EXTERNAL SERVICES



1. Annual Report

Pursuant to Section 10 of Republic Act No. 562, as amended, also known as the “Alien Registration Act of 1950,” ALL registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI) Main Office at Intramuros, Manila; or to the nearest participating office. The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien.

Office or Division:	BI Subic OSS			
Classification:	Simple Transaction			
Type of Transaction:	Government To Citizen (G2C)			
Who may avail:	All Registered Aliens with ACR I-Card and/or ACR Paper-Based			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original ACR I-Card and/or ACR Paper-based		1.Applicant		
2. Original Passport		2.Applicant		
Note: <i>For dispute purposes</i> , applicant may present Official receipts of previous annual report payments				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the checklist of requirements to BI Subic OSS.	1. Assess the fees and issue the Order of Payment Slip.	None	5 minutes	Staff, Cashier



2. Submit the OPS to the cashier for payment	2. Issuance of Official Receipt	Annual Report Fee: Php 300 Legal Research Fee (LRF): Php 10 Note: Admin fine of 200/month but not exceeding of Php 2,000 per year and MR fee amounting to Php 1,010 for failure to pay the annual report for the first 60 days of every calendar year pursuant to RA 562, Section 10, as amended	10 minutes per applicant	Cashier Cash Section
TOTAL:		P 310 (if no violation of Sec. 10)	15 minutes	

2. Downgrading of Visa

Downgrade of visa from immigrant or non-immigrant visa to temporary visitor's visa (9A).

Office or Division:	Immigration Regulation Division (IRD)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen(G2C)
Who may Avail	All foreign nationals with active/expired visas



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>List of requirements are indicated in JMO 2022-001</p> <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) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein; b) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and 2. Endorsement letter from Clark Development Corporation. 3. Photocopy of passport's bio-page and all pages bearing Philippine stamp; 4. Photocopy of ACR I-Card (front and back portions). 5. If applicant is filed by an authorized representative, attach an original Special Power of Attorney (SPA) for each applicant with a photocopy of a valid government issued ID of the attorney-in-fact; 	<p>Applicant Client/Applicant</p> <p>SBMA</p> <p>Applicant</p> <p>Attorney</p>
<p>6. Pay corresponding immigration fees. Photocopy 2 sets of the receipts. (NOTE: Original receipts shall be forwarded with the application at the BI main office.</p>	<p>Cashier</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements for assessment.	1.1. Review the completeness of application and eligibility of applicant	None	5 Minutes	<i>Evaluation Officer</i> BI-Subic OSS
	1.12. Issue Order of Payment Slip (OPS)		5 Minutes	<i>Assessors</i> BI-Subic OSS
2. Present the OPS to the cashier for payment.2. Submits Order of Payment Slip and payment to Cashier	2. Issue the Official Receipt (OR).2.1. Issues Official Receipt	Express Lane: Php 3,520 Visa expired (within 59 days) Php 4,250 w/ issues Visa expired (more than 59 days) Php 5,030 Regular Lane: Valid visa Php	5 to 10 Minutes	<i>Cashier</i> BI-Subic OSS



		2,520 Visa expired (within 59 days) Php 3,520 Visa expired (more than 59 days) Php 4,030		
3. Submit the complete application.	3. Receive the application. Attach the OR to the folder of the applicant together with Downgrading Endorsement duly signed by the ACO and submit to CRU for DRTS.	None	5 Minutes	<i>Frontline personnel</i> BI-Subic OSS
4. Receive the s claim stub.	4.1 Implementation of Downgrading endorsement	None	10 mins	Staff BI SUOSS
	Approval of Downgrading endorsement	None	1 day	ACO BI SUOSS
	<i>For Subport: Transmit application to IRD Main Office</i>	<i>Courier Fees</i>	<i>3 days*</i>	<i>Alien Control Officer (ACO)</i>
	4.2. Checking of the Derogatory records.	None	10 Minutes	<i>IRD personnel</i> Staff IRD
	4.3. Drafting of the Order of Downgrading.		10 Minutes	<i>Staff</i> IRD personnel
4.4. Review of the Order of Downgrading.	10 Minutes		<i>IRD Supervisor</i> IRD	



	4.5. Approval/Disapproval of IRD Chief the Order.		10 Minutes	IRD Chief IRD
	4.6. Final Approval/Disapproval of the Commissioner		1 day	Commissioner
	<i>For Subport: Transmit application from IRD Main Office to Subport</i>	<i>Courier Fees</i>	<i>2 days*</i>	<i>Staff IRD personnel</i>
5. Notification of client on the approval of the application.	5.1. Notify the client through via BI website & IRD monitor on the approval of the downgrading.	None	5 Minutes	Staff IRD, MISD
6. Receive the copy of Order	6.1 Release the copy of Order.	None	1 Minute	Staff IRD personnel/ /Authorized Subport office
7. Submit the passport and the claim stub upon notification of the approval of visa downgrading.	7.1. Implements the Downgrading of visa on passport.	None	5 Minutes	IRD Immigration Officer/ IRD/Authorized Subport Office
8. Present s the Claim Stub and Receives the passport with the implemented downgrading	8.1. Secure the claim stub and release the passport.	None	1 Minute	Staff IRD/Authorized Subport office IRD Personnel / Authorized Subport Office
TOTAL time if processed under Express Lane		Total fees depends on visa category	1 day, 1 hour, 17 minutes	
TOTAL time if processed under Regular Lane			5 day, 1 hour hr, 17 minutes	
TOTAL time if processed under Express Lane thru Subport			4 days, 23 hour,	



Offices		14 minutes mins*	
TOTAL time if processed under Regular Lane thru Support Offices		8 days, 23 hours, 14 minutes	

Processing time is for single application, compounds for each added application, subject to existing ARTA policies

*subject to courier delivery lead time.

3. Emigration Clearance Certificate (ECC Series A) for downgraded SCWV holders only)

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

Office or Division:	BI Subic OSS		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may Avail:	1. Temporary visitors with SSP SWP issued from BICOSS that are under CA 613, Sec 9(a) who stayed for six months and beyond. 2. Downgraded SCWV, SCDV, SCIV holders with approved Orders to Leave (OTL).		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form		1. BI Subic OSS	
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application		2. BI Subic OSS	



Form				
3. BI Form 2015-08-001A Rev 0- Emigration Clearance Certificate (Main Office) (2 certificate)		3.BI Subic OSS		
4. 2x2 picture with white background and must be taken within the last three (3) months from the date of application (4 pieces)		4.Applicant		
5. Passport Biopage, Latest arrival stamp (1 photocopy each)		5.Applicant		
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)		6.Applicant		
7. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)		7.Applicant		
8. NBI Clearance <i>Note: Applicable to Applicants with Order to Leave</i>		8.National Bureau of Investigation (NBI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out application form and documentary requirements.	1. Evaluate the submitted documents and application. Review the completeness of the application	None	10 minutes	<i>Staff</i>
2. Secure the Order of Payment Slip (OPS).	2. Derogatory checking and Issuance of BI Clearance Certificate	None	15 minutes	<i>Assessor</i>
3. Present the OPS to the Cashier for payment	3. Issue the Official Receipt (OR).	See Table	10 minutes	<i>Cashier</i>
4. Submit the Official	4.1 BICOSS staff receives the OR and issues claim stub.	None	1 to 2 Days	



Receipt (OR)				<i>Receiving/Releasing</i>
	4.2 For Fingerprint Verification, staff encodes and prints the ECC for review of the Immigration Officer.	None		<i>Fingerprint Examiner/ ECC Typist Immigration Officer</i>
	4.3 Final review and approval	None	1 day	ACO
5. Presents the claim stub	5. Releases the approved ECC	None	3 minutes	<i>Receiving/Releasing Staff</i>
	TOTAL:		3 days, 38 minutes	

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), <i>if all fees paid</i>



Adult (14 years old above)- Born in the Philippines with one of the parent is a Filipino citizen but recognized by foreign country

ACR I-Card Fee (50 USD, BSP Forex rate)+ Express Lane Fee (Php 500)

ACR Fee (Php 1,000) + ECC (Php 700) + NBCR Fee (Php 1,400) + LRF (Php 30) + Express Lane Fee (Php 500)

Annual Report Fee (Php 300) + LRF (Php 10), Administrative fine per month for annual report (upon issuance of foreign passport) - Php 200/month but not exceeding of Php 2,000/year

Administrative fine per month for late registration (upon issuance of foreign passport)- Php 200/month but not exceeding of Php 2,000/year

Note: Administrative fine will be assessed whichever is higher between annual report fine and late registration fine



4. Extension of Tourist Visa of Temporary Visitors

Foreign nationals who entered the Philippines as temporary visitors / tourist may apply for the extension of their authorized stay in the Philippines.

Office or Division:	Tourist Visa Section (TVS)													
Classification:	Complex Transaction													
Type of Transaction:	Government to Citizen (G2C)													
Who may avail:	Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>CATEGORY WITH AUTHORIZED STAY</th> <th>EXTENSION/S ALLOWED</th> </tr> </thead> <tbody> <tr> <td>A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days</td> <td rowspan="2"> 1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter </td> </tr> <tr> <td>B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days</td> </tr> <tr> <td>C. For holders of PROC passports with AJACS Visa: MCL- 09-006; 7 Days</td> <td>Allowed to extend only for 14 days</td> </tr> <tr> <td>D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days</td> <td rowspan="2"> 1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter </td> </tr> <tr> <td>E. For holders of Macau SAR passports: FSC 122-11; 14 Days</td> </tr> <tr> <td>F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days</td> <td>Allowed to extend only for 7 days</td> </tr> </tbody> </table>		CATEGORY WITH AUTHORIZED STAY	EXTENSION/S ALLOWED	A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter	B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days	C. For holders of PROC passports with AJACS Visa: MCL- 09-006; 7 Days	Allowed to extend only for 14 days	D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter	E. For holders of Macau SAR passports: FSC 122-11; 14 Days	F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days
CATEGORY WITH AUTHORIZED STAY	EXTENSION/S ALLOWED													
A. For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter													
B. For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days														
C. For holders of PROC passports with AJACS Visa: MCL- 09-006; 7 Days	Allowed to extend only for 14 days													
D. For holders of Hong Kong SAR passports: FSC 125-10; 14 Days	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver 3) Monthly or every 2 months extension thereafter													
E. For holders of Macau SAR passports: FSC 122-11; 14 Days														
F. For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days	Allowed to extend only for 7 days													

	G. Executive Order No. 408 (EO408); 30 Days	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
List of requirements:	
1. Accomplished Tourist Visa Extension Form (BI Form IRD04.QF.001.Rev 02)	BI Public Information Assistance Unit /BI Website www.immigration.gov.ph
2. Passport of the applicant (original)	Applicant
3. Bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable (1 photocopy)	Applicant



<p><i>Additional requirements per visa category:</i></p> <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) with One (1) valid Identification Card of the representative, as applicable; or 2. Photocopy of BI Accreditation ID of the Travel Agent 	<p>Applicant</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submit the completely filled-out application form, original passport and other supporting documents. 	<ol style="list-style-type: none"> 1. Review the completeness of application 	<p>None</p>	<p>5 Minutes</p>	<p>Assessors</p>



	<p>1.1 Check the derogatory record</p> <p><i>Without derogatory hit:</i></p> <p>Issue BI Clearance Certificate</p> <p><i>With derogatory hit:</i></p> <p>Advise Applicant to proceed to the Certification and Clearance Section (CSS) for processing of appropriate derogatory clearance</p>	None	15 Minutes	Assessors
	<p>1.2 Verify the travel record (latest arrival details, admission status, etc.)</p>	None	13 Minutes	Assessors
	<p>1.3 Issue the Order of Payment Slip (OPS) and conformity sheet, and require the applicant to affix his name and signature thereon</p>	None	5 Minutes	Assessors

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2. Present the OPS to the Cashier for payment.	2. Issue the Official Receipt (OR).	See schedule of fees	10 Minutes	Cashier
3. Submit the OR.	3.1 Approval of visa extension	None	5 Minutes	Assessor
	3.2 Implementation of visa extension	None	5 Minutes	Assessor
	3.3 Notify the applicant via TVS monitor and thru counter intercom on the approval of visa extension. For regular lane-processed applications, client is notified thru e-mail.	None	2 minutes	Staff-in-charge
4. Present the BI Clearance Certificate and Conformity Sheet	4. Validate the BI Clearance Certificate and Conformity Sheet.	None	2 minutes	Staff-in-charge
5. Receive the passport, BI Clearance Certificate and Official Receipt	5. Release passport, BI Clearance Certificate and Official Receipt	None	2 minutes	Staff-in-charge
TOTAL if processed under Express Lane		Total fees depends on visa category and	1 hour and 4 minutes	
TOTAL if processed under Regular Lane			3 working days	



5. Issuance of ACR I-Card (New)

Office or Division:	BI-Subic OSS			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Applicants with Approved Visa under JMO 2022-001			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)		1. BI Subic OSS		
2. Photocopy of the following: <ul style="list-style-type: none"> ✓ Passport bio page ✓ Implemented SCWV/SCDV/SCIV sticker ✓ Approved BI visa order ✓ SBMA endorsement ✓ BI Clearance Certificate ✓ Latest Arrival Stamp ✓ Official Receipts 		2. Applicant, Representative		
3. Official receipt of payment for the applicable fees (1 photocopy)		3. Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Evaluation of documents		2 minutes per application	Staff



1. Submit documentary requirements for ACR I-card application	1.2 Encode data and biometrics.	None	5 minutes per Application	Staff/ Immigration Officer
	1.3 Verify, Approve, and Sort ACR I-Card application (release claim stub to applicant)		5 minutes	Staff
	1.4 Deliver ACR I-card applications to BI Clark OSS for printing		3 days	Staff
	1.5 Release the ACR I-Card.		5 minutes	Staff
	TOTAL	None	3 days and 20 minutes	

6. Issuance of ACR I-Card (Renewal/Extension)

Office or Division:	BI Subic OSS
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	SCWV, SCDV, SCIV Visa holder (voluntary)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Consolidated General Application Form (CGAF) (1 Copy)	1. BI Subic OSS



<p>2. 2. Photocopy of the following:</p> <ul style="list-style-type: none"> ✓ Passport bio page ✓ Implemented SCWV/SCDV/SCIV sticker ✓ Approved BI visa order ✓ SBMA Renewal endorsement ✓ BI Clearance Certificate ✓ Latest Arrival Stamp ✓ Official Receipts ✓ Original ACR I-card 	<p>2. Applicant</p>
<p>3. Photocopy of the official receipt of payment for the applicable fees. (1 photocopy)</p>	<p>3. Cashier</p>
<p>For Lost ACR I-Card:</p>	
<p>A. Affidavit of Loss (1 Copy)</p>	<p>A. Notary Public</p>
<p>B. Police Report on Loss of ACR I-Card</p>	<p>B. PNP</p>
<p>For Amendment of the following:</p>	
<p>A. Name</p> <p>-Court Order (if applicable) (1 Copy)</p>	<p>A. Court</p>



<p>B. Citizenship/Nationality</p> <p>-Official document proving change of citizenship/nationality (1 Copy)</p>	<p>B. Court</p>
<p>C. Civil Status</p> <p>- Official document proving change of civil status (i.e Marriage Certificate, Death Certificate or Annulment/Divorce Decree) (1 Copy)</p>	<p>C. Report of marriage where the marriage took place</p>
<p>D. Address</p> <p>-Certificate of Residence from the Barangay Captain (1 Copy)</p>	<p>D. Office of the Barangay</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Claim the ACR I-Card (applicant must present the visa implemented on passport, claim stub, and old i-card at BI Subic OSS)</p>	<p>1.1 Review the completeness of application.</p>	<p>None</p>	<p>2 minutes per application</p>	<p>Staff</p>
	<p>1.2 Verify, approve, and sort ACR I-Card application.</p>	<p>None</p>	<p>5 minutes per application</p>	<p>Staff</p>
	<p>1.3 Deliver the ACR I-card for printing. (BI Clark OSS)</p>	<p>None</p>	<p>3 days</p>	<p>Staff</p>



	1.4 Release the ACR I-Card.	None	5 minutes	Staff
	TOTAL	None	3 days and 12 minutes	

7. Provisional Work Permit (PWP)

Office or Division:	BI Subic One Stop Shop		
Classification:	Complex Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign nationals who are to engage in work pursuant to an employment arrangement in the SBFZ pending the issuance of their AEP or SCWV work visa which is valid for a period not exceeding six (6) months, non-renewable, with an initial duration of not more than three (3) months plus final three (3) months period when applied for.		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant	1.Petitioner	
	2. Duly accomplished CGAF for Work permit	2.CGAF - BI Subic OSS/ BI website: www.immigration.gov.ph	
	3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay	3.Applicant/petitioner	

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4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment	4.5 Petitioner
5. Photocopy of the official receipt of AEP or SCWV application	5. Applicant/petitioner
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)	6. Applicant/petitioner
7. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant	7. Petitioner
8. Duly accomplished CGAF for Work permit	8. CGAF - BI Subic OSS/BI website: www.immigration.gov.ph
9. Endorsement letter	9. SBMA
10. BI Clearance Certificate	10. BI Subic OSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documents and requirements to BI Subic OSS	1.1 Upon SBMA endorsement to BI Subic OSS:	None	10 mins	AACO/Staff
	1.2 Receiving of passport and documentary requirements for PWP endorsed by SBMA Visa Processing	None		Assessor



	1.3 Review the completeness of application	None		
	1.4 Derogatory record verification Without derogatory hit: Issue BI Clearance Certificate With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS BI Main Office) for processing of appropriate derogatory clearance	None		
	1.5 Assessment of fees	Php 4,040.00	10 mins.	Collecting Officer
2. Payment of required fees	2.1 Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	2.2 Implementation of PWP order	None	5 mins.	Staff
	2.3 Recommendation of PWP	None	2 mins.	Immigration Officer
	2.4 Verification and approval of PWP	None	1 Day	ACO
	2.5 Release of passport and other documents to the client	None	2 mins.	Staff



	TOTAL	Php 4,040.00	1 Day and 23 minutes	
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8. Subic-Clark Dependent's Visa (SCDV)

Office or Division:	BI Subic One-Stop Shop		
Classification:	Complex Transaction		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Dependents of SCWV holders.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished application form;			BI- Subic OSS Window 3, BI website
2. SBMA Endorsement			SBMA
3. Passport;			Applicant/Petitioner
4. Photocopy of passport's biopage, latest visa implementation page and the page bearing the latest admission/arrival.			Applicant/Petitioner
5. Photocopy of ACR I-card (front and back portions) in case of renewal/extension);			Applicant/Petitioner
6. Copy of AEP.			Applicant/Petitioner
7. Proof of relationship to principal: Birth certificate(children) Marriage certificate (spouse) Duly authenticated, notarized.			Applicant/Petitioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submission of documents and requirements to BI-Subic OSS	1.1 Review the completeness of application and eligibility of applicant	None	10 minutes	Evaluator/Immigration Officer
	1.2 Encoding	None	5 minutes	Assessor
	1.3 Assessment of fees:	1 year – Spouse Php 5,610+ \$50 + Php500 -15-21y.o Php 5360 +\$50 + Php500 14 y.o. below Php 4860 +\$50 + Php500 2 years- Spouse Php 6840 + \$100 + Php1000 -15-21y.o Php 6590 + \$100 + Php1000 -14 y.o. below Php 6090 + \$100 + Php1000	2 minutes	Assessor
2. Payment of required fees	2.1 Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer



	2.2 Approval, Implementation of Visa on SBMA endorsement and passport.	None	2 Days	AACO
	2.3 Biometrics for the ACR I-Card	None	5 mins	Staff
	2.4 Release of passport and other documents to the client	None	2 mins.	Staff
	TOTAL	None	2 Days and 26 minutes	

9. Subic Clark Investor's Visa (SCIV)

Office or Division:	BI Subic One-Stop Shop			
Classification:	Complex Transaction			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Foreign Nationals endorsed by SBMA with at least US\$250,000.00 or its peso equivalent allocation on cash or stock investment that shall be used within SBFZ.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form;		1. BI-Subic OSS, BI website		
2. CDC Endorsement		2. SBMA		
3. Passport;		3. Applicant/Petitioner		
4. Photocopy of passport's biopage, latest visa implementation page and the page bearing the latest admission/arrival.		4. Applicant/Petitioner		
5. Photocopy of ACR Icard (front and back portions) in case of renewal/extension);		5. Applicant/Petitioner		
6. Copy of AEP.		6. Applicant/Petitioner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Submission of documents and requirements to BI-Subic OSS	1.1 Review the completeness of application and eligibility of applicant	None	10 minutes	Evaluator/Immigration Officer
	1.2 Encoding	None	5 minutes	Encoder
	1.3 Assessment of fees:	New 1 yr Principal Php 7,970.00 I- card \$50 + 500/yr Dependent Pph 6,970.00 I-card \$50 + 500/yr		Assessor
2. Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Approval, Implementation of Visa on CDC endorsement and passport.	None	2 Days	AACO
	Biometrics for the ACR I-Card	None	5 mins	Staff
	Release of passport and other documents to the client	None	2 mins.	Staff
	TOTAL	None	2 Days and 26 minutes	



10. Subic Clark Working Visa (SCWV)

Office or Division:	BI Clark One-Stop Shop	
Classification:	Highly technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Foreign Nationals endorsed by CDC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form;		1. BI-Clark OSS Window 3, BI website
2. CDC Endorsement		2. CDC
3. Passport;		3. Applicant/Petitioner
4. Photocopy of passport's biopage, latest visa implementation page and the page bearing the latest admission/arrival.		4. Applicant/Petitioner
5. Photocopy of ACR Icard (front and back portions) in case of renewal/extension);		5. Applicant/Petitioner
6. Copy of AEP.		6. Applicant/Petitioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documents and requirements to BI-Subic OSS	1.1 Review the completeness of application and eligibility of applicant	None	10 minutes	Evaluator/Immigration Officer
	1.2 Encoding	None	5 minutes	Encoder
	1.3 Assessment of fees:	New: 1 yr Php 6,620.00 I-card \$50 + 500/yr	2 minutes	Assessor



		New: 2 yrs Pph 8,360 .00 I-card \$100 + 1000/yr		
		Renewal 1 yr: Php 4,550.00 I-card \$50 + 500 2 yrs Pph 8,050.00 I-card \$100 + 1000		
2. Payment of required fees	Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	Approval, Implementation of Visa on CDC endorsement and passport.	None	2 Days	AACO
	Biometrics for the ACR I-Card	None	5 mins	Staff
	Release of passport and other documents to the client	None	2 mins.	Staff
	TOTAL	None	2 Days and 26 minutes	



11. 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:	BI Subic OSS	
Classification:	Simple Transaction/ Complex Transaction	
Type of Transaction:	Government to Business (G2B)	
Who may avail:	All foreign nationals, who are: <ol style="list-style-type: none"> 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 ESDA 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		WHERE TO SECURE
1.Letter request addressed to the Commissioner from the representative of the petitioning school;		1.Applicant/client & petitioning school
2.Duly 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;		2.BI website, BI Subic OSS
3.Photocopy of passport bio-page and latest admission with valid authorized stay;		3.Applicant



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 applicants below 18 years of age;		1) Petitioning school		
Photocopy of BI school accreditation ID of the registrar or school representative;		2) Petitioning school		
National Bureau of Investigation (NBI) Clearance, in case of flying schools; and		3) National Bureau of Investigation		
BI Clearance Certificate.		BI Subic OSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms and general information to the transacting public.	None	5 to 10 minutes	<i>Receiving staff/officer</i>
2. Submit the duly accomplished application form and supporting documents	2.1 Review the completeness of application details and enter applicant's details in the system.	None	1 to 2 days	<i>Evaluation Officer</i>
	2.2 Issue the Order of Payment Slip (OPS)	None	10 minutes	Assessors

3. Present the OPS to the Cashier for payment.	3. Issue the Official Receipt (OR) and claim stub.	Php 4,740.00	10 minutes	Cashier
4. Submit the claim stub	4. Release of passport, and copy of permit to applicant.	None	5 minutes	Staff
TOTAL	Express	Php 4,740.00	3 days	

12. Special Work Permit (SWP)

Office or Division:	BI Subic One-Stop Shop		
Classification:	Highly technical		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Foreign nationals intending to engage in work outside of an employment arrangement in SBFZ pending the issuance of their AEP or SCWV which is valid for a period not exceeding six (6) months, non-renewable, with a initial duration of not more than three (3) months plus final three (3) months period when applied for.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter-request addressed to the Commissioner thru the Alien Control Officer from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant		1.Petitioner	
2. Duly accomplished CGAF for Work permit		2.CGAF - BI Subic OSS/BI website: www.immigration.gov.ph	
3. Original and Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay		3.Applicant/petitioner	
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment		4.Petitioner	
5. Photocopy of the official receipt of AEP or SCWV application		5.Applicant/petitioner	
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)		6.Applicant/petitioner	
7. Endorsement letter		7.SBMA	



8. BI Clearance Certificate	8.BI Subic OSS
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of documents and requirements to CDC	1.Upon SBMA endorsement to BI Subic OSS:	Php 6,440.00	10 mins.	AACO/Staff
	1.2 Receiving of passport and documentary requirements for PWP endorsed by SBMA Visa Processing		2 mins.	Assessor
	1.3 Review the completeness of application			
	1.4 Derogatory record verification			
	1.5 Without derogatory hit: Issue BI Clearance Certificate			
	1.6 With derogatory hit: Advise Applicant to proceed to the Certification and Clearance Section (CSS BI Main Office) for processing of appropriate derogatory clearance			
2.Payment of required fees	2.1 Issuance of Official Receipt	Amount reflected in the OPS	2 mins.	Collecting Officer
	2.2 Implementation SWP order	None	5 mins.	Staff



	2.3 Review, recommend for approval.	None	2 mins.	Immigration Officer
	2.4 Verify and approve work permit.	None	1 Day	ACO
	2.5 Release of passport and other documents to the client	None	2 mins.	Staff
	TOTAL	Php 6,440.00	1 Day and 23 minutes	

13. Re-stamping: Transfer of visa sticker of SCWV, SCDV and SCIV holders from old/lost to new passport

Office or Division:	BI Subic OSS		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	SCWV, SCDV and SCIV holders from old/lost to new passport		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.Old/Expired Passport and New Passport		1.Applicant	
2. Photocopy of the following: ✓ Implemented Visa Sticker in old/ expired passport ✓ Latest Arrival stamp		2.Applicant	
3.Payment of fees		3.Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements	1.1 Review the completeness of the application	NONE	2 mins	<i>BISUOSS Staff</i>
	1.2 Issuance of Official Receipt	Php 1,010.00	5 mins	<i>Cashier</i>
	1.3 Implementation of Visa on the new passport	NONE	5 mins	<i>Staff</i>
	1.4 Approval of Visa	NONE	1 day	<i>ACO</i>
	TOTAL	Php 1,010.00	1 day and 12 mins	



BI NAIA ONE-STOP-SHOP EXTERNAL SERVICES

1. ALIEN REGISTRATION PROGRAM

OFFICE OR DIVISION	BI NAIA 24/7 ONE STOP SHOP
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who will Avail:	All foreign nationals admitted under Executive Order No. 408 whose stay exceeds fifty-nine days
CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
1. Original Passport Applicant	1.Applicant
2. BI FORM 2014-08-019 Rev 0	2.NAIA OSS-Receiving Counter
3. 2x2 ID picture, if not available, use image capturing.	3.Applicant

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the BI FORM 2014-08-019 Rev 0 / ARP Form, original passport and 2x2 ID Picture at receiving counter.	1.Check the BI FORM 2014-08-019 Rev 0 /ARP Form if all required entries are filled out completely.	NONE	10 minutes	APPLICANT/ASSESSOR
2. Prepare with image capturing and biometrics.	2.Start the process from image capturing, getting the biometrics and encoding the client's information	NONE	3 minutes	ASSESSOR



3. Release of ARP stub and passport.	3.Releasing of passport and claim stub indicating the Special Security Registration Number	NONE	2 minutes	ASSESSOR
	(SSRN).			
TOTAL			15 to 20 MINS. (depending on the availability of the system to save the application)	

2. ISSUANCE OF EMIGRATION CLEARANCE CERTIFICATE SERIES A (ECC-A)

Emigration Clearance Certificate is issued to departing foreign nationals to prove that they have no derogatory records in the country and have no pending obligations with the government at the time of issuance.

OFFICE OR DIVISION	BI NAIA 24/7 ONE STOP SHOP
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who will Avail:	1. Temporary visitors under CA 613, Sec 9(a) who stayed for six months and beyond. 2. All immigrants and non-immigrants with downgraded or expired visas.
CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
1. BI Form 2014-08-019 Rev 0- Alien Registration Program (ARP) Form / SSRN	1. NAIA OSS-Receiving Counter
2. BI Form 2015-08-001 Rev 0- Emigration Clearance Certificate (ECC) Application Form	2. NAIA OSS-Receiving Counter



3. BI Form 2015-08-001B Rev 0- Emigration Clearance Certificate (ECC-A) (2 Copies)	3. NAIA OSS- Receiving Counter
4. 2x2 ID picture, if not available, use image capturing	4. Applicant
5. Passport Bio page, Latest arrival stamp (1 photocopy each)	5. Applicant
6. Proof of Payment of All Previous and Latest Visa Extensions (1 photocopy)	6. Applicant
7. Proof of payment/reference for CRTV, ACR, ECC	7. Applicant
8. Orders (Order to Leave/ Downgrading/Motion for Reconsideration/ Visa Extension Orders), if applicable (1 photocopy)	8. Applicant

9. Boarding Pass		9. Applicant		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submission of passport, payments made, BI documents.	1. Verification and checking of validity of stay, dues paid. 1.1. Derogatory Check/CQSS	NONE	5 MINS	ASSESSOR



2. Submit the filled-out application form and Documentary requirements.	2. Evaluate the submitted documents and application, conduct photo capturing and electronic fingerprinting for issuance of Special Security Registration Number (SSRN).	NONE	10 MINS. (depending on the availability of the system to save the application)	ASSESSOR
3. Secure the Order of Payment Slip (OPS).	3. Assessment and payment of fee/s. Express payment, CRTV, ACR, ECC if there are any	APPLICABLE FEE/S	2 MINUTES	ASSESSOR
4. Release OPS to the applicant for payment at the Cashier	4. Issuance of Official Receipt (OR)	SEE TABLE	1 MINUTE	ASSESSOR/ CASHIER
5. Receive the Official Receipt (OR) from applicant	5. Assessor receives the OR as proof payment and encodes/prints the CE/ECC	NONE	7 MINUTES	ASSESSOR
	5.1 the Approving Officer will review and approve the CE/ECC	NONE	2 MINUTES	APPROVING OFFICER
6. Releasing of	6. Releasing of passport,	NONE	1 MINUTES	ASSESSOR
CE/ECC	certification and OR			
TOTAL			28 MINUTES (depends on the availability of the docs presented)	

Table for payment of ECC

Transaction for Adult with previous extensions or updates
Emigration Clearance Certificate (Php700) + LRF (Php 10)
ACR Fee (Php 1,000) + LRF (Php 10)
Certificate of Residence for Temporary Visitor (CRTV), if stayed 6 months or more (Php 1,400) + LRF (Php 10)
Express Lane Fee (Php 500), if all fees paid

3. EXTENSION OF TOURIST VISA – VISA WAIVER/UPDATING OF STAY FOR LESS THAN 6 MONTHS OF DEPARTING PASSENGER

Foreign nationals who entered the Philippines under Executive Order. No. 408 with thirty (30) days authorized stay may request for an initial extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens or for applicants leaving and have to update their stay.

Office or Division		BI NAIA 24/7 ONE STOP SHOP		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may Avail:		All foreign nationals admitted under Executive Order. No. 408.		
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Original Passport Applicant		1.Applicant		
2. BI FORM NO. IRD04.QF.001 Rev 02		2.NAIA OSS-Receiving Counter		
3. Bio page of the passport and latest arrival stamp (1 photocopy)		3.Applicant		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit the completely filled-out application form, original passport	Review the completeness of application	None	5 Minutes	ASSESSOR



and Other supporting documents.	Check the derogatory record	None	5 Minutes	ASSESSOR
2. Printing of Certification of No Derogatory	Issuance of Certificate	None	1 Minutes	ASSESSOR
3. Release OPS to the applicant for payment at the Cashier	Issue the Official Receipt (OR).	APPLICABLE FEE/S	2 Minutes	ASSESSOR
4. Submit the Official Receipts (OR)	Approval of visa extension	None	1 Minute	APPROVING OFFICER
	Implementation of visa extension	None	1 Minutes	APPROVING OFFICER
5. Receive the passport, Certification and official receipt	Releasing of passport, certification and OR	None	1 minute	ASSESSOR
TOTAL		<i>Total fees depends on number of month/s update/ overstayed</i>	16 MINUTES	

4. PAYMENT FOR SRC/RP

Office or Division:	BI NAIA 24/7 ONE STOP SHOP
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who will Avail:	All foreign nationals admitted as Immigrant and Non-Immigration



CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
1. Original Passport Applicant	1.Applicant
2. Original and valid ACR I-Card	2.Applicant

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present valid and Original PASSPORT ACR I-Card	Check the latest arrival/departure of the applicant	NONE	2 Minutes	ASSESSOR
2. Release OPS to the applicant for payment at the Cashier	Issue the Official Receipt (OR).	SEE TABLE	2 Minutes	ASSESSOR
3. Receiving official receipt	Releasing of ACR I-Card, Passport and OR	None	1 minute	ASSESSOR
TOTAL depends on last payment made upon departure/arrival			5 MINUTES	

RP / SRC EXTENSION TABLE

RP/SRC EXTENSION	6 MONTHS	1 YEAR	1 & 1/2 YEAR	2 YEARS	2 & 1/2 YEARS	3 YEARS	3 & 1/2 YEARS	4 YEARS	4 & 1/2 YEARS	5 YEARS
RP/SRC	1000	1500	2500	3000	4000	4500	5500	6000	7000	7500
EXT										
MR	500	500	1000	1000	1500	1500	2000	2000	2500	2500
EXPRESS	500	500	1000	1000	1500	1500	2000	2000	2500	2500
LRF	20	20	40	40	60	60	80	80	100	100



TOTAL	2,020	2,520	4,540	5,040	7,060	7,560	9,580	10,080	12,100	12,600
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DEPARTURE	
RP / SRC W/O FORM ADULT	
6 MONTHS	2,170
1 YEAR	2,880

5. PAYMENT FOR RECALL EXCLUSION ORDER (REO)

Office or Division:	BI NAIA 24/7 ONE STOP SHOP
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who will Avail:	All foreign nationals with approved REO
CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
1. Copy of Approved Recall Exclusion Order	1.Applicant

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present copy of Approved Recall Exclusion Order	Check derogatory record	NONE	5 Minutes	ASSESSOR



2. Release OPS to the applicant for payment at the Cashier	Issue the Official Receipt (OR).	4030	2 Minutes	ASSESSOR
3. Receiving official receipt	Releasing of OR	None	1 minute	ASSESSOR
TOTAL		4030	11 MINUTES	

<u>PAYMENT FOR REO</u>	
OPS = WEG SECTION 29(B)	3,530
EXPRESS	500
TOTAL	4,030

6. ISSUANCE OF TRAVEL PASS (SVEG, EO 226, PD 1034, RA 7837)

Office or Division:	BI NAIA 24/7 ONE STOP SHOP
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who will Avail:	foreign nationals with approved SVEG, EO 226, PD 1034, RA 7837
CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
1. Applicant's Biopage	1.Applicant
2. Visa Stamp/Sticker	2.Applicant
3. Photocopy of latest Phil Arrival Stamp	3.Applicant

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
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1. Present copy of Bio-page/Visa stamp/Latest Arrival Stamp	1. Verification and checking docs presented. 1.1. Derogatory Check/CQSS	NONE	3 Minutes	ASSESSOR
2. Encoding and Printing of Travel Pass	Validating the information encoded at the travel pass	NONE	3 Minutes	ASSESSOR/APPROVING OFFICER
3. Receiving of Approved Travel Pass	Releasing of Travel Pass	NONE	1 minute	ASSESSOR
TOTAL		NONE	7 MINUTES	



BROOKE'S POINT IMMIGRATION FIELD OFFICE

EXTERNAL SERVICES



1. Vessel Boarding Formalities

Office or Division:	Brooke's Point Immigration Field Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Shipping Agency		
Who may avail:	All vessels coming from foreign ports represented by the shipping agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice of Arrival	1. Shipping Company Agent		
2. Visa Crew List	2. Shipping Company Agent		
3. Ship's Particulars	3. Shipping Company Agent		
4. Last Port Clearance	4. Shipping Company Agent		
5. Voyage Memo	5. Shipping Company Agent		
6. NIL List	6. Shipping Company Agent		
7. Letter of explanation on failure to secure an appropriate visa	7. Master/ Captain of the vessel		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit Notice of Arrival (NOA) and other relevant document	1. Review and thoroughly assess the document/s submitted.	None	5 minutes	<i>Immigration Boarding Officer</i> Brooke's Point Immigration Field Office
	1.1 Issuance of OPS	None	5 minutes	<i>Immigration Assessor</i> Brooke's Point Immigration Field Office
2. Pay for Visa Crew List should the Agency be notified of the vessel's failure to secure an appropriate visa from the last port.	2. Issuance of Official Receipt once paid and acknowledged by the Shipping Agent.	Visa fee per foreign seaman 100.00 Express fee 500.00 Legal Research fee 10.00	5 minutes	<i>Immigration Cashier</i> Brooke's Point Immigration Field Office
3. Assist the Immigration Boarding Officer on Boarding Formalities	3. Immigration Boarding Officer will board the vessel on the arrival date for checking before issuing Boarding Formalities.	None	2 hours	<i>Immigration Boarding Officer</i> Brooke's Point Immigration Field Office
TOTAL		Php 610.00	2 hours and 15 minutes	



2. Vessel Departure Formalities

Office or Division:	Brooke's Point Immigration Field Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Shipping Agency	
Who may avail:	All vessels departing to foreign ports represented by the shipping agency	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Notice of Departure	1. Shipping Company Agent
	2. Visa ed Crew List	2. Shipping Company Agent
	3. Ship's Particulars	3. Shipping Company Agent
	4. Voyage Memo	4. Shipping Company Agent
	5. NIL List	5. Shipping Company Agent
	6. List of Embarking Crew, if any.	6. Shipping Company Agent

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 CITIZEN'S CHARTER 2024 (4th Edition Revision Level 1)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notice of Departure and other relevant documents.	1. Review and thoroughly assess the documents submitted.	None	5 minutes	<i>Immigration Boarding Officer</i> Brooke's Point Immigration Field Office
	1.1. Checking of any Derogatory Records for departing crew/s.	None	15 minutes	<i>Immigration Boarding Officer</i> Brooke's Point Immigration Field Office
2. Assist the Immigration Boarding Officer on Departure Formalities.	2. Immigration Boarding Officer will board the vessel on the departure date for final checking before issuing a Port Clearance.	None	1 hour and 30 minutes	<i>Immigration Boarding Officer</i> Brooke's Point Immigration Field Office
TOTAL		None	1 hour and 50 minutes	



BATUGANDING BORDER CROSSING STATION EXTERNAL SERVICES



1. Issuance of Border Crossing Card

Office or Division:	Batuganding Border Crossing Station			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Filipino Nationals residing within the border areas			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate	LCR/PSA			
2. Barangay Clearance	Barangay Hall			
3. Police Clearance	Municipal Police Station			
4. 6 pcs ID Picture (taken within the last three (3) Months)				
5. Any Government Issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submission of Documentary Requirements	1. Evaluation	0.00	2 mins	<i>BCS Officer/Staff</i>



<p>2 Respond to questions asked by BCS Officer</p>	<p>2. Establish purpose of travel and whether the applicant is qualified to cross the border under the RP-RI Border Crossing Agreement</p>	<p>0.00</p>	<p>5 mins</p>	<p><i>BCS Officer</i></p>
	<p>2.1 Issuance of Border Crossing Card to qualified client.</p>	<p>0.00</p>	<p>3 mins</p>	<p><i>BCS Officer</i></p>



MABILA BORDER CROSSING STATION EXTERNAL SERVICES

1. Issuance of Border Crossing Card

Office or Division:	Mabila Border Crossing Station			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Filipino Nationals residing within the border areas			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate		LCR/PSA		
2. Barangay Clearance		Barangay Hall		
3. Police Clearance		Municipal Police Station		
4. 6 pcs ID Picture (taken within the last three (3) Months)				
5. Any Government Issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submission of Documentary Requirements	1. Evaluation	None	2 Minutes	<i>BCS Officer/Staff</i>
2 Respond to questions asked by BCS Officer	2. Establish purpose of travel and whether the applicant is qualified to cross the border under the RP-RI Border Crossing Agreement	None	5 Minutes	<i>BCS Officer</i>

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	2.1 Issuance of Border Crossing Card to qualified client.	None	3 Minutes	<i>BCS Officer</i>
TOTAL		None	10 Minutes	



TIBANBAN IMMIGRATION BORDER CROSSING STATION EXTERNAL SERVICES



1. Issuance of Border Crossing Card

Office or Division:	Tibanban Border Crossing Station			
Classification:	Simple Complex Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Filipino and Indonesian nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Identity (Govt issued ID eg. Driver's License, Voter's ID)		1.Applicant		
2. Barangay Certificate or proof of residency		2.Barangay Hall		
3. Clearance issued by Philippine or Indonesian Navy/Coast Guard		3.Philippine Navy or Indonesian Navy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the requirements	1.1Received application and documentary requirements	None	5 minutes	Levinson Mudjakati , Tibanban Border Crossing Station
	1.2 Evaluate application for completeness, discrepancies and check for derogatory record.	None	10 minutes	Dennis A. Bustamante , Tibanban Border Crossing Station
	1.3 Issuance of Border Crossing Card	None	5 minutes	Dennis A. Bustamante , Tibanban Border Crossing Station

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2.Return the Border Crossing Card after use	2.Received Border Crossing Card and marked "used".	None	5 minutes	Levinson Mudjakati, Tibanban Border Crossing Station
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LEGAL DIVISION
External Services

1. Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary For One Year)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to the wife or 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.

Office or Division:	Legal Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	The spouse and/or the unmarried child below 21 years old of a Philippine citizen		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore



	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals
 **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and/or petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and the petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry or Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant			
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
above) 7.2. Secure the claim stub for ACR I-Card				Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved.	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.3. Release the passport and certified true copy of Order			
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PROBATIONARY) is covered under CA 613.

FEE TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

2. Conversion to Section 13(B) Non-Quota Immigrant Visa

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(b) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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:	Highly Technical		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	The child of parents who are foreign nationals, born during the temporary visit abroad of the mother who was lawfully granted permanent residence		
	The child is accompanying or coming to join a parent and applies for admission within five (5) years from the date of his/her birth.		
	The applicant must be a national of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
Botswana	Iceland	Saudi Arabia (Female)	



	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals
 **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and</p>	<p>securely fastened in a legal size (8½ x 14 in.) folder</p>
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure, latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Applicant's birth certificate</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Petitioner/immigrant mother's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the petitioner</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the petitioner
<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: (a) Petitioner's Order of Approval (1 certified true copy) and (b) valid ACR I-Card (1 photocopy) for permanent residence may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>(a) Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building; (b) Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
x 14 in.) folder, to BI-PIAU for evaluation	requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 2.4. Sign the Checklist of Requirements 2.5. Return the passport and visa application to applicant			
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
Slip (OPS)	3.4. Issue the Order of Payment Slip (OPS)			Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issues the claim stub for ACR I-	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	Card			(ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(B) NON-QUOTA IMMIGRANT VISA is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

3. Conversion to Section 13(C) Non-Quota Immigrant Visa

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(c) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a child born subsequent to the issuance of an immigration visa of the accompanying parent, the visa not having expired.

Office or Division:	Legal Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	The child who was born after the issuance of an immigrant visa of the accompanying parent who is a foreign national.	
	The applicant must be a national of the following countries:	
	Algeria (Female)	Greece
	Argentina	Guatemala
	Australia	Honduras
	Austria	Hong Kong SAR
	Belgium	Indonesia (Female)
	Belize	Iraq
	Bolivia	Ireland
	Botswana	Iceland
	Bosnia & Herzegovina	Israel
	Brazil	Italy
	Canada	Japan
	Cape Verde	Latvia
		Northern Mariana Island
		Norway
		Oman (Female)
		Papua New Guinea
		Paraguay
		Peru
		Russia
		Saudi Arabia (Female)
		Senegal
		Serbia
		Singapore
		Slovak Republic



Chile	Lesotho	Slovenia
Colombia	Libya (Female)	South Africa
Costa Rica	Lithuania	South Korea
Croatia	Luxembourg	Spain
Cuba	Macau SAR	Suriname
Czech Republic	Malaysia (Female)	Sweden
Denmark	Malta**	Switzerland
Ecuador	Marshall Islands	Thailand
Egypt*	Mexico	Trinidad and Tobago
El Salvador	Micronesia	Tunisia
Estonia	Monaco	Turkey
Finland	Montenegro	United Kingdom
Fiji	The Netherlands	Uruguay
France	New Zealand	USA
Gabon	Nicaragua	Venezuela
Germany	Nigeria (Female)	

*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals
 **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
only, and originally signed by the applicant and petitioner (1 original)	from www.immigration.gov.ph
2. All pages of passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure, latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Applicant's birth certificate i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
4. Petitioner's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the petitioner
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the petitioner
6. Bureau of Immigration Clearance Certificate (1 original)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>NOTE: Petitioner's Order of Approval (1 certified true copy) and valid ACR I-Card (1 photocopy) for permanent residence may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(a) Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building; (b) Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
B. PROCEDURAL	
<p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
<p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>
<p>2.1. Present the original</p>	<p>2.1. Attach the Checklist of Requirements to</p>	<p>None</p>	<p>7 Minutes per</p>	<p><i>Acting Chief</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant		application	Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda)	<i>The Board of Commissioners (BOC)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
			is held every other week)	The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(C) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



FEES TO BE PAID	
1. Visa Fees	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

4. Conversion to Section 13(E) Non-Quota Immigrant Visa

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(e) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who was previously lawfully admitted into the Philippines for permanent residence, who is returning from a temporary visit abroad to an unrelinquished residence in the Philippines.

Office or Division:	Legal Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	A foreign national who was previously granted permanent residence and who is returning from a temporary visit abroad (five years from latest departure) to an unrelinquished residence in the Philippines		
	Applicant must be a national of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal
	Brazil	Italy	Serbia
	Canada	Japan	Singapore



	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	
<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals **Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
originally signed by the applicant (1 original)	www.immigration.gov.ph
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps including departure and arrival/return to the country stamps within the five-year period as a proof of temporary sojourn abroad, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees, (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Visa implementation page and/or Order of Approval of the previous permanent visa (1 certified true copy)	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant
5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
6. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>
<p>2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application.</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issues the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept the passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(E) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



FEES TO BE PAID	
1. Visa Fees	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

5. Conversion to Section 13(G) Non-Quota Immigrant Visa

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is granted to a foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) has been naturalized in a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, including the spouse and minor children.

Office or Division:	Legal Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Citizen (G2C)		
Who may avail:	Foreign national who: (a) was previously a natural-born citizen of the Philippines; (b) is a naturalized citizen of a foreign country; and, (c) intends to Returns to the Philippines for permanent residence, and the spouse and/or the unmarried child below 21 years old.		
	Applicants must be nationals of the following countries:		
	Algeria (Female)	Greece	Northern Mariana Island
	Argentina	Guatemala	Norway
	Australia	Honduras	Oman (Female)
	Austria	Hong Kong SAR	Papua New Guinea
	Belgium	Indonesia (Female)	Paraguay
	Belize	Iraq	Peru
	Bolivia	Ireland	Russia
	Botswana	Iceland	Saudi Arabia (Female)
	Bosnia & Herzegovina	Israel	Senegal



	Brazil	Italy	Serbia
	Canada	Japan	Singapore
	Cape Verde	Latvia	Slovak Republic
	Chile	Lesotho	Slovenia
	Colombia	Libya (Female)	South Africa
	Costa Rica	Lithuania	South Korea
	Croatia	Luxembourg	Spain
	Cuba	Macau SAR	Suriname
	Czech Republic	Malaysia (Female)	Sweden
	Denmark	Malta**	Switzerland
	Ecuador	Marshall Islands	Thailand
	Egypt*	Mexico	Trinidad and Tobago
	El Salvador	Micronesia	Tunisia
	Estonia	Monaco	Turkey
	Finland	Montenegro	United Kingdom
	Fiji	The Netherlands	Uruguay
	France	New Zealand	USA
	Gabon	Nicaragua	Venezuela
	Germany	Nigeria (Female)	
	<p>*Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals</p> <p>**Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Birth Certificate</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original).</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Proof of naturalization in a foreign country may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Appropriate foreign government authorities</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Proof of filiation with the principal:</p> <p>i. If birth/marriage certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth/marriage certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent 15 years old and above)</p>	<p>National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p>	
<p>1. Photo and biometric capturing (only for four (4) years old and above)</p>	<p>Window 44, Ground Floor, BI Main Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application. 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements. 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof. 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application. 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees.</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application.</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building</p>
None	<p>6.1. Receives the visa applications from CRU.</p> <p>6.2. Raffles the application to Hearing Officer</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Visa Task Force (VTF)</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	(HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records			Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept the passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO SECTION 13(G) NON-QUOTA IMMIGRANT VISA is covered under CA 613.



FEEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,640.00	PHP 8,640.00	PHP 8,390.00	PHP 7,890.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00	USD 50.00



6. Conversion to Permanent Resident Visa (Probationary) of a Chinese National Married to a Filipino Citizen under Memorandum Order No. MCL-07-021

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This permanent resident visa is granted to the wife or husband or the unmarried minor child of a Philippine citizen, for a probationary period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Chinese national married to a Philippine citizen and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <ul style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and/or petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is</p>	<p>National Bureau of Immigration</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Proof of filiation with the principal:</p> <ul style="list-style-type: none"> i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>National Bureau of Investigation</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements	None	7 Minutes per application	<i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(8½x 14 in.) folder, to ARD for evaluation	2.4. Return the passport and ACR I-Card application to applicant			
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Commissioners Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept the passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.



FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



7. Conversion to Permanent Resident Visa (Probationary) of a Chinese National Married to a Lawful Permanent Resident under Memorandum Order No. MCL-07-021

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This permanent resident visa is granted to the wife or husband or the unmarried minor child of a lawful permanent resident, for a probationary period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Chinese national validly married to a lawful permanent resident alien in the Philippines who acquired legal residence under Commonwealth Act No. 613 or the Philippine Immigration Act of 1940, Executive Order No. 324 or the Alien Legalization Program of 1988 and Republic Act No. 7919 as amended by Republic Act No. 8247 or the Alien Social Integration Act of 1995, and/or their minor children IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Petitioner's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the petitioner</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Petitioner's Order of Approval (1 certified true copy) and valid ACR</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I-Card (1 photocopy) for permanent residence	Building Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building
7. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
8. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
9. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for	Dependent

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
presentation and 1 photocopy for each dependent for submission)	
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p>	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building;</p> <p>(2) Windows 12 or 17, Ground Floor, BI Main Office Building; and</p> <p>(3) Room 422, Fourth Floor, BI Main Office Building</p>
B. PROCEDURAL	
<p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant’s details, and verify and check whether valid authorized stay is at least twenty	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	(20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)			Building, or Assessor Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO)	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	6.3. Encode application details with assigned HO in Visa Task Force (VTF) records			Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept the passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO PERMANENT RESIDENT VISA (PROBATIONARY) OF A CHINESE NATIONAL MARRIED TO A LAWFUL PERMANENT RESIDENT UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,370.00	PHP 7,870.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



8. Conversion to Temporary Resident Visa (TRV) for One Year of an Indian National Married to a Filipino Citizen under Memorandum Order No. ADD-01-038

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Indian national married to a Philippine citizen and/or their children below 21 years old
IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
originally signed by the applicant and petitioner (1 original)	www.immigration.gov.ph
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry</p>	<p>Dependent</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



9. Conversion to Temporary Resident Visa (TRV) for One Year of an Egyptian National Married to a Filipino Citizen under Operations Order No. SBM-2014-031

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Egyptian national married to a Philippine citizen and their children below 21 years old
IMPORTANT: Applicant should be INSIDE the country at the time of filing of application	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <p>i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p>	
<p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
<p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>
<p>2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building</p>
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI</p>	<p>3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant’s details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Window 20 Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.4. Issue the Order of Payment Slip (OPS)			Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
ACR I-Card				Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	Chief Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF AN EGYPTIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-031 is under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

10. Conversion to Temporary Resident Visa (TRV) for One Year of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one (below 21) years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Bangladeshi national married to a Philippine citizen and their children below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Marriage Certificate or Marriage Contract:</p> <ul style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) 	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Petitioner's birth certificate with valid identification (ID) card</p> <ul style="list-style-type: none"> i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR) ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original) <p>or Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)</p> <p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p> <p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)</p>	<p>National Bureau of Investigation</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building; (2) Windows 12 or 17, Ground Floor, BI Main Office Building; and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p>	
<p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
<p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant</p>	<p>None</p>	<p>5 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>
<p>2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½x 14 in.) folder, to ARD for evaluation</p>	<p>2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant</p>	<p>None</p>	<p>7 Minutes per application</p>	<p><i>Acting Chief</i> Windows 11 or 18, Alien Registration Division (ARD) Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Windows 13-16, Cash Section Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Window 20, Central Receiving Unit (CRU) Ground Floor, BI Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Window 44, Fingerprint Section, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberate (approval or denial) the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> <i>The Commissioner and the two (2) Deputy Commissioners</i> Second Floor, BI Main Office Building
None	10. Publish the approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Window 4, Alien Registration Division (ARD) Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

11. Conversion to Temporary Resident Visa (TRV) for One Year of a Foreign National Married to a Filipino Citizen under Law Instruction No. 33

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, "Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures" and Department Circular No. 041 "Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners"*

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of one (1) year. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national married to a Philippine citizen and their children below 21 years old. Foreign national who is NOT QUALIFIED under Section 13(a) of the Philippine Immigration Act of 1940 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Marriage Certificate or Marriage Contract: i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
4. Petitioner's birth certificate with valid identification (ID) card i. If certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original) or Local Civil Registry (1 original or 1 certified true copy with OR)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>ii. If certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original)</p> <p>Or</p> <p>Bureau of Immigration-issued Identification Certificate as Filipino citizen of the petitioner (1 certified true copy)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>5. Duly accomplished Questionnaire and Answer Form with 2x2 or passport-size colored photo with white background, with all entries in capital letters using English character only, originally signed by the applicant and petitioner, and duly notarized (1 original)</p>	<p>To be provided by the applicant and petitioner</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and/or petitioner</p>
<p>7. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)</p>	<p>National Bureau of Investigation</p>
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	Dependent
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if</p>	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant			
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
4.3. Secure official receipt				Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	application.			<i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 8,620.00	PHP 8,620.00	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



12. Conversion to Temporary Resident Visa (TRV) for One Year of those who Previously Availed TRV under Memorandum Order No. ADD-02-015 (Operations Order No. RAGE-2016-003)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Pursuant to Operations Order No. Rage-2016-003, this temporary resident visa (TRV) is granted to those who previously availed and were granted TRV under Memorandum Order No. ADD-02-015. The grant of this latter TRV is in relation to Sections 29(a)(9) and 29(b)(2) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign nationals who previously availed and were granted Temporary Resident Visa (TRV) under Memorandum Order No. ADD-02-015 in relation to Operations Order No. Rage-2016-003 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form	Public Information and Assistance Unit (PIAU), Ground Floor,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, stamp of previous TRV under Memorandum Order No. ADD-02-015, valid authorized stay of at least twenty (20) Days at the time of assessment of fees, and annotation of name of Filipino spouse (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Applicant's Orders of Approval for conversion and extension of previous TRV under Memorandum Order No. ADD-02-015 (1 certified true copy)	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
4. If previous TRV was downgraded to Temporary Visitor Visa, proof of its downgrading such as order and/or implementation in the passport (1 photocopy)	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
5. Petitioner's passport biographical data page, visa implementation page, and latest admission (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the petitioner
6. Petitioner's Orders of Approval for conversion (1 certified true copy each) and valid ACR I-Card (1 photocopy) for permanent residence	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, BI Main Office Building
7. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
8. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>9. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant			PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant’s details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receives the visa applications from CRU 6.2. Raffles the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above)	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
7.2. Secure the claim stub for ACR I-Card				Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours, and 37 Minutes	

CONVERSION TO TEMPORARY RESIDENT VISA (TRV) FOR ONE YEAR OF THOSE WHO PREVIOUSLY AVAILED TRV UNDER MEMORANDUM ORDER NO. ADD-02-015 (OPERATIONS ORDER NO. RAGE-2016-003) is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 8,620.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00



13. Amendment to Section 13(A) Non-Quota Immigrant Visa (Permanent)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 13(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this non-quota immigrant visa is 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:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national who is a holder of valid non-quota immigrant visa (probationary) under Section 13(a) of the Philippine Immigration Act of 1940 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the</p>	<p>National Bureau of Investigation</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Philippines (1 original for each dependent aged 15 years old and above)	
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	application to applicant			
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

AMENDMENT TO SECTION 13(A) NON-QUOTA IMMIGRANT VISA (PERMANENT) is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



14. Amendment to Permanent Resident Visa of a Chinese National Married to a Filipino Citizen under Memorandum Order No. MCL-07-021

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This permanent resident visa is granted to the wife or the husband or the unmarried minor child of a Philippine citizen. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Chinese national who is a holder of valid probationary resident visa under Memorandum Order No. MCL-07-021 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
petitioner (1 original)	
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission) ³	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
b. DEPENDENT/S	
1. Duly accomplished Consolidated General Application Form	Public Information and Assistance Unit (PIAU), Ground Floor,



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)	Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
4. Valid National Bureau of Investigation (NBI) Clearance, with	National Bureau of Investigation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receives the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

AMENDMENT TO PERMANENT RESIDENT VISA OF A CHINESE NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.



FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



15. Amendment to Permanent Resident Visa of a Chinese National Married to a Lawful Permanent Resident under Memorandum Order No. MCL-07-021

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This permanent resident visa is granted to the wife or the husband or the unmarried minor child of a lawful permanent resident. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Chinese national who is a holder of valid probationary resident visa under Memorandum Order No. MCL-07-021 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application.	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building
4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
5. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
6. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
dependent)	Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Signs the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application	3.1. Receive the passport and duly evaluated visa application	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU),

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)			Ground Floor, BI Main Office Building, or Assessor Windows 12 or 17, Ground Floor, BI Main Office Building, or Assessor Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	Acting Chief Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	Acting Chief Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU	None	5 Minutes per application	Acting Chief Visa Task Force (VTF) Legal Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	6.2. Raffle the application to Hearing Officer (HO) 6.3. Encodes application details with assigned HO in Visa Task Force (VTF) records			Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

AMENDMENT TO PERMANENT RESIDENT VISA OF A CHINESE NATIONAL MARRIED TO A LAWFUL PERMANENT RESIDENT UNDER MEMORANDUM ORDER NO. MCL-07-021 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 6,710.00	PHP 6,710.00	PHP 6,710.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



16. Extension of Temporary Resident Visa (TRV) for Five (5) Years of an Indian National Married to a Filipino Citizen Under Memorandum Order No. ADD-01-038

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa is granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of (five) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Indian national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Memorandum Order No. ADD-01-038 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
originally signed by the applicant and petitioner (1 original)	downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, visa implementation page and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF)</p>	Public Information and Assistance Unit (PIAU), Ground

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)	Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, visa implementation page, latest departure and arrival stamps, and back page showing name of parents (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for	National Bureau of Investigation



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
each dependent aged 15 years old and above)	
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secures official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

BUREAU OF IMMIGRATION
CITIZEN'S CHARTER 2024 (4th Edition)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR FIVE (5) YEARS OF AN INDIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER MEMORANDUM ORDER NO. ADD-01-038 is covered under CA 613.

FEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



17. Extension of Temporary Resident Visa (TRV) for Three (3) or Five (5) Years of an Egyptian National Married to a Filipino Citizen under Operations Order No. SBM-2014-031

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa (TRV) is granted to the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of three (3) years. It is also granted to the wife or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of five (5) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Egyptian national who is a holder of valid temporary resident visa under Law Instruction No. 33 and Operations Order No. SBM-2014-031 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form	Public Information and Assistance Unit (PIAU), Ground Floor,



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
b. DEPENDENT/S	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6)</p>	<p>National Bureau of Investigation</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receives the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secures a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR THREE (3) OR FIVE (5) YEARS OF AN EGYPTIAN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-031 is covered under CA 613.

FEE TO BE PAID FOR EXTENSION OF TRV FOR THREE (3 YEARS) BY MALE EGYPTIAN			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 18,170.00	PHP 18,170.00	PHP 18,170.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

FEE TO BE PAID FOR EXTENSION OF TRV FOR FIVE (5 YEARS) BY FEMALE EGYPTIAN			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,270.00	PHP 29,270.00	PHP 29,270.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



18. Extension of Temporary Resident Visa (TRV) for Two (2) or Five (5) Years of a Bangladeshi National Married to a Filipino Citizen under Operations Order No. SBM-2014-060

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa (TRV) is granted to the wife or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. It is also granted to the husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of five (5) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 and Law Instruction No. 33.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Bangladeshi national who is a holder of valid temporary resident visa under to Law Instruction No. 33 and Operations Order No. SBM-2014-060 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form	Public Information and Assistance Unit (PIAU), Ground Floor,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original)	Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
b. DEPENDENT/S	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>
<p>4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months</p>	<p>National Bureau of Investigation</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original	3.1. Receive the passport and duly evaluated visa	None	5 Minutes per	<i>Acting Chief</i> Central

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)		application	Receiving Unit (CRU), Ground Floor, BI Main Office Building, or Assessor Windows 12 or 17, Ground Floor, BI Main Office Building, or Assessor Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	Acting Chief Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	Acting Chief Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO)	None	5 Minutes per application	Acting Chief Visa Task Force (VTF) Legal Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	6.3. Encode application details with assigned HO in Visa Task Force (VTF) records			Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) OR FIVE (5) YEARS OF A BANGLADESHI NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER OPERATIONS ORDER NO. SBM-2014-060 is covered under CA 613.

FEES TO BE PAID FOR EXTENSION OF TRV FOR TWO (2 YEARS) BY FEMALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 12,610.00	PHP 12,610.00	PHP 12,610.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00

FEES TO BE PAID FOR EXTENSION OF TRV FOR FIVE (5 YEARS) BY MALE BANGLADESHI			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,260.00	PHP 29,260.00	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



19. Extension of Temporary Resident Visa (TRV) for Two (2) Years of a Foreign National Married to a Filipino Citizen Under Law Instruction No. 33

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

This temporary resident visa is granted to the wife or husband or the unmarried child under twenty-one years of age of a Philippine citizen, for a period of two (2) years. The grant of this visa is in relation to Section 13(a) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Law Instruction No. 33 and is not an Indian, Egyptian or Bangladeshi national. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
petitioner (1 original)	
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form</p>	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)	of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each dependent) NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy for each dependent) may facilitate the processing of this application.	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other	2.1. Attach the Checklist of Requirements to the application	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant			Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
application to CRU	information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR TWO (2) YEARS OF A FOREIGN NATIONAL MARRIED TO A FILIPINO CITIZEN UNDER LAW INSTRUCTION NO. 33 is covered under CA 613.



FEEES TO BE PAID			
CATEGORY	PRINCIPAL	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 13,100.00	PHP 13,100.00	PHP 13,100.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00	USD 50.00



20. Extension of Temporary Resident Visa (TRV) for Five (5) Years of those who Previously Availed TRV under Memorandum Order No. ADD-02-015 (Operations Order No. RAGE-2016-003)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Pursuant to Operations Order No. Rage-2016-003, this temporary resident visa (TRV) is granted to those who previously availed and were granted TRV under Memorandum Order No. ADD-02-015, for a period of five (5) years. The grant of this latter TRV is in relation to Sections 29(a)(9) and 29(b)(2) of Commonwealth Act No. 613 or the Philippine Immigration Act of 1940.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign national who is a holder of valid temporary resident visa under Memorandum Order No. ADD-02-015 in relation to Operations Order No. Rage-2016-003 IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
character only, and originally signed by the applicant and petitioner (1 original)	from www.immigration.gov.ph
2. Applicant's passport including biographical data page, implementation page of TRV under Operations Order No. Raga-2016-003, latest departure and arrival stamps, and stamps of previous TRV under Memorandum Order No. ADD-02-015 (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Applicant's Order of conversion/ latest extension (1 certified true copy) and valid ACR I-Card (1 photocopy) for TRV NOTE: Order of conversion or valid ACR I-Card with the name of petitioner and his/her valid identification (ID) card (1 photocopy)	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building
4. Petitioner's passport biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the petitioner
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
6. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original)	National Bureau of Investigation
7. Bureau of Immigration Clearance Certificate (1 original)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
(Bureau of Immigration Accreditation Identification (ID) card or	Bureau of Immigration Accreditation Unit (BIAU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	Applicant's Authorized Representative
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner (1 original for each dependent)</p>	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	Dependent
<p>3. Proof of filiation with the principal:</p> <p>i. If birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
<p>ii. If birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each</p>	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	
4. Valid National Bureau of Investigation (NBI) Clearance, with the name as shown in the passport, if application is filed six (6) months or more from the date of first arrival in the Philippines (1 original for each dependent aged 15 years old and above)	National Bureau of Investigation
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	5 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
CRU	information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 32 Minutes	

EXTENSION OF TEMPORARY RESIDENT VISA (TRV) FOR FIVE (5) YEARS OF THOSE WHO PREVIOUSLY AVAILED TRV UNDER MEMORANDUM ORDER NO. ADD-02-015 (OPERATIONS ORDER NO. RAGE-2016-003) is covered under CA 613.

FEES TO BE PAID	
1. Visa Fees	PHP 29,260.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00

21. Conversion to Treaty Trader’s / Treaty Investor’s Visa – Section 9(D)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(d) of the Commonwealth Act No. 613 or the Philippine Immigration Act of 1940, this non-immigrant visa is granted to a foreign national entitled to enter the Philippines under and in pursuant 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:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A national of the United States of America (USA), Japan and Germany, who enters the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:</p> <p>(1) solely to carry on substantial trade principally between the Philippines and United States of America (USA), Japan and Germany; or</p> <p>(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, his/her spouse and/or the unmarried child below 21 years old.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. 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 comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>To be provided by the petitioner</p>
<p>4. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC, and (iv) Mayor's Permit for the current year (1 photocopy each)</p>	<p>Securities and Exchange Commission (SEC) City/municipality where the petitioner operates</p>
<p>5. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)</p>	<p>Bureau of Internal Revenue (BIR)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
7. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to Sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office	Philippine Statistics Office (PSA) or appropriate Local Civil Registry



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	
ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
4. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application,	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 2.5. Return the passport and visa application to applicant			Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of	4.1. Receive the Order of Payment Slip (OPS)	Refer to the	10 Minutes per	<i>Acting Chief</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	table of fees below	application	Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	BI offices and other government agencies, and recommend to approve or deny the visa application.			<i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub	12.1. Receive the claim stub	None	5 Days per	<i>Chief</i> Alien Registration Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
12.2. Claim the ACR I-Card	12.2. Release the ACR I-Card		application	(ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO TREATY TRADER'S / TREATY INVESTOR'S VISA – SECTION 9(D) is covered under CA 613.

FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 9,620.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,650.00 USD 100.00	PHP 11,950.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,200.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,650.00 USD 150.00	PHP 15,750.00 USD 150.00	PHP 15,500.00 USD 150.00	PHP 15,000.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

22. Conversion to Pre-Arranged Employment (Commercial) Visa – Section 9(G)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who seeks employment in commercial trade in the Philippines, his/her spouse and the unmarried child below 21 years old IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest</p>	<p>To be provided by the applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	
<p>3. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	<p>To be provided by the petitioner</p>
<p>4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt</p>	<p>Department of Labor and Employment (DOLE)</p>
<p>5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)</p>	<p>Professional Regulation Commission (PRC) Department of Justice (DOJ)</p>
<p>6. If petitioner is a: i. Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p>	<p>Securities and Exchange Commission (SEC)</p>
<p>d. Mayor's Permit for the current year</p>	<p>City/municipality where the petitioner operates</p>
<p>ii. Sole Proprietorship -</p>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI), and,	Department of Trade and Industry (DTI)
b. Mayor's Permit for the current year (1 photocopy each)	City/municipality where the petitioner operates
7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)	Bureau of Internal Revenue (BIR)
8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)	To be provided by the petitioner (preferred format is downloadable from www.immigration.gov.ph)
9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
10. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secures Order of Payment Slip (OPS)</p>	<p>reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>			<p>Office Building, or</p> <p>Assessor Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p>Assessor Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p>Acting Chief Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p>Acting Chief Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
None	<p>6.1. Receive the visa applications from CRU</p> <p>6.2. Raffle the application to Hearing</p>	None	5 Minutes per application	<p>Acting Chief Visa Task Force (VTF) Legal Division</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records			Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,630.00 USD 50.00	PHP 8,620.00 USD 50.00	PHP 8,370.00 USD 50.00	PHP 7,870.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 18,170.00 USD 100.00	PHP 14,960.00 USD 100.00	PHP 14,710.00 USD 100.00	PHP 14,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 25,710.00 USD 150.00	PHP 21,300.00 USD 150.00	PHP 21,050.00 USD 150.00	PHP 20,550.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 17,170.00 USD 100.00	PHP 13,960.00 USD 100.00	PHP 13,710.00 USD 100.00	PHP 13,210.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



23. Conversion to Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who is engaged in missionary, social or rehabilitation activities in the Philippines, his/her spouse and the unmarried child below 21 years old This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)</p>	To be provided by the applicant
<p>3. Certificate of Appointment or Assignment of Applicant of applicant, originally signed by petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	To be provided by the petitioner
<p>4. If petitioner is a:</p> <p>i. Corporation/Partnership -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC);</p> <p>b. Articles of Incorporation; and,</p> <p>c. General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each)</p>	Securities and Exchange Commission (SEC)
<p>ii. Sole Corporation -</p> <p>a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); and</p>	Securities and Exchange Commission (SEC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Articles of Incorporation (1 photocopy each)	
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
6. Bureau of Immigration Clearance Certificate (1 original) (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative
b. DEPENDENT/S 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each	Dependent

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
dependent for submission)	
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
is/are four [4] years old and above)	
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attaches the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Signs the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)			Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card				(ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original	11.1. Receive the original passport	None	2 Days per	<i>The Board Secretary</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order		application	Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613

FEE TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 12,860.00 USD 100.00	PHP 10,650.00 USD 100.00	PHP 10,400.00 USD 100.00	PHP 9,900.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEE TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 10,130.00 USD 50.00	PHP 8,120.00 USD 50.00	PHP 7,870.00 USD 50.00	PHP 7,370.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

24. CONVERSION TO SPECIAL NON-IMMIGRANT VISA UNDER EO 226, AS AMENDED BY RA 8756

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Book III, Article 60 of Executive Order No. 226, as amended by Republic Act No. 8756, this special non-immigrant is granted to foreign personnel of regional or area headquarters of multinational companies, their respective spouse and the unmarried children under twenty-one years of age, if accompanying them or if following to join them after their admission into the Philippines as nonimmigrant.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign personnel of Regional Headquarters (RHQ) and Regional Operating Headquarters (ROHQ) of multinational companies, their respective spouse and the unmarried children below 21 years old. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURES
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURES
<p>petitioner's responsible officer as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Responsible officers are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation as indicated in the Articles of Incorporation or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty</p>	<p>To be provided by the applicant</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURES
(20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	
<p>3. Sworn Certification by a responsible officer of the petitioner/company that:</p> <ul style="list-style-type: none"> i. The applicant is an executive of the company and will work exclusively for the petitioner's Regional Headquarters (RHQ) or Regional Operating Headquarters (ROHQ) which is duly licensed to operate; ii. The applicant will Receives 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 (USD\$12,000.00) or equivalent in other foreign currencies per annum (1 original) 	To be provided by the petitioner
<p>4. Applicant's comprehensive bio-data or Curriculum Vitae (CV) specifying, among others, educational attainment, work experiences and trainings (1 original), and proof of Taxpayer Identification Number (TIN) (1 photocopy)</p>	<p>To be provided by the applicant</p> <p>Bureau of Internal Revenue (BIR)</p>
<p>5. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, (iii) General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each) and Mayor's Permit for the current year</p>	<p>Securities and Exchange Commission (SEC)</p> <p>City/municipality where the petitioner operates</p>
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	To be provided by the applicant and/or petitioner
<p>7. Bureau of Immigration Clearance Certificate (1 original)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURES
<p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's responsible officer as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURES
<p>(PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
<p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation</p>	<p>1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof</p>	<p>None</p>	<p>10 Minutes per application</p>	<p><i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant			
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of	4.1. Receive the Order of Payment	Refer to the table of	10 Minutes per	<i>Acting Chief</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	fees below	application	Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
ACR I-Card				
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Evaluation of the visa application by the approving authority	None	10 Days	<i>Deputy Commissioner</i> Office of the Deputy Commissioner Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub	12.1. Receive the claim stub	None	5 Days per	<i>Chief</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
12.2. Claim the ACR I-Card	12.2. Release the ACR I-Card		application	Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO SPECIAL NON-IMMIGRANT VISA UNDER EO 226, AS AMENDED BY RA 8756 is covered under CA 613.

FEES TO BE PAID		
CATEGORY	PRINCIPAL	DEPENDENT
Visa Fees	PHP 5,530.00	PHP 4,530.00

25. Conversion to Special Visa for Employment GENERATION (SVEG)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Executive Order No. 758 (2008), Special Visa for Employment Generation (SVEG) is issued to a qualified non-immigrant foreigner who shall actually employ at least ten (10) Filipinos in a lawful and sustainable enterprise, trade, or industry. Qualified foreigners who are granted the SVEG shall be considered special non-immigrants with multiple entry privileges and conditional extended stay, without need of prior departure from the Philippines. The privileges of this Executive Order may extend to the qualified foreigner’s spouse and dependent unmarried child/children below eighteen (18) years of age whether legitimate, illegitimate or adopted.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national who shall actually employ at least ten (10) Filipinos in a lawful and sustainable enterprise, trade, or industry, his/her spouse and the unmarried child below 18 years old whether legitimate, illegitimate or adopted. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
only, and originally signed by the applicant (1 original)	from www.immigration.gov.ph
2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. If applicant is: i. Corporation/Partnership - a. Certificate of Registration issued by the Securities and Exchange Commission (SEC); b. Articles of Incorporation; and, c. General Information Sheet (GIS) for the current year stamped received by SEC	Securities and Exchange Commission (SEC)
d. Mayor's Permit for the current year (1 photocopy each)	City/municipality where the petitioner operates
ii. For Sole Proprietorship, Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) and Mayor's Permit for the current year (1 photocopy each)	Department of Trade and Industry (DTI) City/municipality where the petitioner operates
4. Department of Labor and Employment (DOLE) Certification that the applicant's business activity, investment, enterprise or industry has employed at least ten (10) Filipino workers on a regular basis (1 original)	Department of Labor and Employment (DOLE)
5. Sworn statement by the applicant certifying: i. The names and addresses of the Filipino ii. That he/she undertakes to pay Philhealth and SSS contributions; iii. That no employee is receiving salary below the minimum wage.	To be provided by the applicant
6. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) if the applicant is elected or	Department of Labor and Employment (DOLE) Bureau of Internal Revenue (BIR)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>appointed to occupy a position in the company (1 certified true copy), and proof of Taxpayer Identification Number (TIN)</p>	
<p>7. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and/or petitioner</p>
<p>8. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>4. Bureau of Immigration Clearance Certificate (1 original for each dependent)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p>
<p>B. PROCEDURAL</p> <p>1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)</p>	<p>Window 44, Ground Floor, BI Main Office Building</p>
<p>II. ACR I-CARD APPLICATION (DOCUMENTARY)</p>	<p>Refer to Alien Registration Division's Transactions</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>1.1. Present the original</p>	<p>1.1. Attach the Checklist of Requirements to the</p>	<p>None</p>	<p>10 Minutes per</p>	<p><i>Acting Chief</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant		application	Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport,	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)				Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card				Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	10. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO SPECIAL VISA FOR EMPLOYMENT GENERATION (SVEG is covered under EO 758)

FEEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
1. Visa Fees	PHP 29,330.00	PHP 29,330.00	PHP 29,330.00	PHP 29,330.00
2. ACR I-Card	USD 250.00	USD 250.00	USD 250.00	USD 250.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

26. Conversion to Non-Immigrant Visa for One (1) Year of Offshore Banking Unit (OBU) Under PD 1034


***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Presidential Decree No. 1034 (1976), this non-immigrant is granted to foreign personnel assigned by any foreign bank to work in its offshore banking unit in the Philippines, their respective spouses and unmarried children under twenty-one years of age, valid for one (1) year.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Foreign personnel assigned by any foreign bank to work in its offshore banking unit in the Philippines, their respective spouses and unmarried children below 21 years old, valid for one (1) year. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s responsible officer as identified in No. 1 requirement (1 original)	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>IMPORTANT NOTE 1: Responsible officers are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation as indicated in the Articles of Incorporation or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy each for</p>	<p>To be provided by the applicant Bureau of Internal Revenue (BIR)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
submission), and proof of Taxpayer Identification Number (TIN)	
<p>3. Sworn Certification originally signed by a responsible officer of the petitioner that:</p> <ul style="list-style-type: none"> i. The applicant who seeks entry in the Philippines is an employee of the foreign bank and will work exclusively for the petitioner's offshore banking unit; and, ii. The applicant undertakes to withhold and remit Bureau of Internal Revenue (BIR) taxes due on all his/her income (1 original) 	To be provided by the petitioner
4. Proof of authority to operate as an offshore banking unit (OBU) (1 certified true copy)	Bangko Sentral ng Pilipinas (BSP)
5. Petitioner's (i) Securities and Exchange Commission (SEC) Certificate of Registration, (ii) Articles of Incorporation, and (iii) General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each), (iv) Mayor's Permit for the current year.	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
<p>7. Bureau of Immigration Clearance Certificate (1 original)</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
b. DEPENDENT/S	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's responsible officer as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, latest entry visa (for visa-required foreign nationals), latest departure and arrival stamps, and valid authorized stay of at least twenty (20) Days at the time of assessment of fees (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	
4. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	
1. Photo and biometric capturing (only for applicant/s who is/are four [4] years old and above)	Window 44, Ground Floor, BI Main Office Building
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Presents the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(8½ x 14 in.) folder, to ARD for evaluation	2.4. Return the passport and ACR I-Card application to applicant			
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secures official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
7.1. Attend the photo and biometric capturing schedule indicated in the official receipt (only for four [4] years old and above) 7.2. Secure the claim stub for ACR I-Card	7.1. Capture the applicant's biometric information (photograph and fingerprint) 7.2. Issue the claim stub for ACR I-Card	None	5 Minutes per application	<i>Acting Chief</i> Fingerprint Section, Alien Registration Division (ARD) Window 44, Ground Floor, BI Main Office Building
None	8. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	9. Evaluation of the visa application by the approving authority	None	10 Days	<i>The Commissioner</i> Office of the Commissioner Second Floor, BI Main Office Building

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	10. Publication of approved/denied visa application	None	2 Hours	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
11.1. Submit the original passport 11.2. Secure the passport and check the implemented visa if application is approved 11.3. Secure a certified true copy of Order	11.1. Receive the original passport 11.2. Accept passport and implement the approved visa if application is approved. 11.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
12.1. Present the claim stub 12.2. Claim the ACR I-Card	12.1. Receive the claim stub 12.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
	TOTAL:	Refer to the table of fees below	39 Days, 4 Hours and 42 Minutes	

CONVERSION TO NON-IMMIGRANT VISA FOR ONE (1) YEAR OF OFFSHORE BANKING UNIT (OBU) is covered under PD 1034

FEES TO BE PAID		
CATEGORY	PRINCIPAL	DEPENDENT
1. Visa Fees	PHP 5,530.00	PHP 4,530.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00

27. Extension of Treaty Trader’s / Treaty Investor’s Visa – Section 9(D)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(d) of the Commonwealth Act No. 613 or the Philippine Immigration Act of 1940, this non-immigrant visa is granted to a foreign national entitled to enter the Philippines under and in pursuant 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:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A national of the United States of America (USA), Japan and Germany, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid Treaty Trader’s /Treaty Investor’s Visa under Section 9(d) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to extend his/her stay with the same company or corporation:</p> <p>(1) solely to carry on substantial trade principally between the Philippines and United States of America (USA), Japan and Germany; or</p> <p>(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.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary’s Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary’s Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p>	To be provided by the applicant
<p>3. Renewed 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 comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)</p>	To be provided by the petitioner
<p>4. Petitioner's General Information Sheet (GIS) for the current year stamped received by SEC and Mayor's Permit for the current year (1 photocopy each)</p>	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
<p>5. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence), and proof of Applicant's Taxpayer Identification Number (TIN) (1 photocopy each)</p>	Bureau of Internal Revenue (BIR)
<p>6. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	To be provided by the applicant and/or petitioner
<p>7. Bureau of Immigration Clearance Certificate (1 original)</p>	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	
ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	Records Section, Third Floor, BI Main Office Building
4. Bureau of Immigration Clearance Certificate (1 original for each dependent) NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner (1 photocopy for each dependent) may facilitate the processing of this application	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp “ORIGINAL SEEN” in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant’s details, and verify and check whether valid authorized stay is at least twenty	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	(20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)			Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

EXTENSION OF TREATY TRADER'S / TREATY INVESTOR'S VISA – SECTION 9(D) is covered under CA 613



FEES TO BE PAID				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 6,550.00 USD 50.00	PHP 5,850.00 USD 50.00	PHP 5,850.00 USD 50.00	PHP 5,850.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 10,580.00 USD 100.00	PHP 9,680.00 USD 100.00	PHP 9,680.00 USD 100.00	PHP 9,680.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,610.00 USD 150.00	PHP 13,510.00 USD 150.00	PHP 13,510.00 USD 150.00	PHP 13,510.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



28. Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940. The applicant intends to extend his/her stay to continue his/her employment with the same commercial company in the Philippines. IMPORTANT: Applicant should be INSIDE the country at the time of filing of application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY * Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation</p>	<p>from www.immigration.gov.ph</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
page of valid visa (1 photocopy each)	
2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	To be provided by the applicant
3. Renewed Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, exact compensation and other benefits, and comprehensive description of the nature and scope of the applicant's position in the company, duly acknowledged and originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 photocopy)	To be provided by the petitioner
4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) (1 photocopy) or Certificate of Exclusion or Exemption with validity (1 photocopy) with original receipt	Department of Labor and Employment (DOLE)
5. Special Temporary Permit if an applicant practices a regulated profession under the Professional Regulation Commission (PRC) or Authority to Employ Alien from the Department of Justice (DOJ) in case of employment in a nationalized or partially nationalized industry (1 original or certified true copy)	Professional Regulation Commission (PRC) Department of Justice (DOJ)
6. If Petitioner is a: i. Corporation/Partnership - General Information Sheet (GIS) for the current year stamped received by SEC (1 photocopy each), Mayor's Permit for the current year	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
ii. Sole Proprietorship - Mayor's Permit for the current year (1 photocopy each)	City/municipality where the petitioner operates



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Petitioner's latest Income Tax Returns (ITR) with the corresponding proof of payment (official receipt, bank teller's validation, BIR's eFPS payment details' print-out or other similar evidence) (1 photocopy)	Bureau of Internal Revenue (BIR)
8. Notarized certification of number of foreign and Filipino employees originally signed by applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)	To be provided by the petitioner (preferred format is downloadable from www.immigration.gov.ph)
9. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
<p>10. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form</p>	Public Information and Assistance Unit (PIAU), Ground Floor,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent)	Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
3. Proof of filiation with the principal: i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents	Records Section, Third Floor, BI Main Office Building

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
of the passport holder cannot be accepted for this requirement	
4. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Returns the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Returns the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
(8½ x 14 in.) folder, to ARD for evaluation				
<p>3.1. Present the original passport and duly evaluated visa application for assessment of fees</p> <p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>3.1. Receive the passport and duly evaluated visa application</p> <p>3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issues the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

EXTENSION OF PRE-ARRANGED EMPLOYMENT (COMMERCIAL) VISA – SECTION 9(G) is covered under CA 613.

FEES TO BE PAID (TOP 1000 CORPORATION)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,560.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00	PHP 6,860.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 14,100.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00	PHP 12,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 20,640.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00	PHP 18,540.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEES TO BE PAID (OTHER CORPORATIONS)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 7,060.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00	PHP 6,360.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 13,100.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00	PHP 11,700.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 19,140.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00	PHP 17,040.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)



29. Extension of Pre-Arranged Employment (Non-Commercial / Missionary) Visa – Section 9(G)

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Section 9(g) in relation to Sections 20(a) and 42(a) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under Section 9(g) of the Philippine Immigration Act of 1940.</p> <p>The applicant intends to continue his/her missionary, social or rehabilitation activities with the same church, religious congregation or charitable company (non-commercial) in the Philippines.</p> <p>This visa shall in no case exceed a total of ten (10) years from the date of Order of Approval for conversion.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder</p>	
<p>a. PRINCIPAL</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner’s duly authorized representative as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Authorized representatives are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation or partnership as indicated in the Articles of Incorporation/Partnership or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC), or the registered owner of a sole proprietorship as indicated in the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) ii. Officers of the corporation or partnership other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary’s Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation or partnership provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution, Corporate Secretary’s Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii)</p>	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	
<p>2. Applicant's passport including biographical data page, implementation pages for the visa conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)</p>	<p>To be provided by the applicant</p>
<p>3. Barangay Certification stating that that applicant is actually rendering missionary services in the community/barangay (1 original)</p>	<p>Barangay where the applicant is actually rendering missionary services</p>
<p>4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)</p>	<p>To be provided by the applicant and/or petitioner</p>
<p>5. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer,</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	
<p>b. DEPENDENT/S</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's duly authorized representative as identified in No. 1 requirement under Principal (1 original for each dependent) 	<p>Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<ol style="list-style-type: none"> 2. Dependent's passport including biographical data page, visa implementation pages for the first conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission) 	<p>Dependent</p>
<ol style="list-style-type: none"> 3. Proof of filiation with the principal: <ol style="list-style-type: none"> i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent) 	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<ol style="list-style-type: none"> <ol style="list-style-type: none"> ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent) 	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	Records Section, Third Floor, Bureau of Immigration (BI) Main Building
5. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	<p>1.1. Attach the Checklist of Requirements to the application</p> <p>1.2. Receives the visa application and original passport, and review the completeness of documentary requirements</p> <p>1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof</p> <p>1.4. Sign the Checklist of Requirements</p> <p>1.5. Return the passport and visa application to applicant</p>	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card	<p>2.1. Attach the Checklist of Requirements to the application</p> <p>2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements</p>	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant			Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Deliberation (approval or denial) of the visa application (BOC Agenda)	None	10 Days (BOC Agenda is held every other week)	<i>The Board of Commissioners (BOC)</i> The Commissioner and the two (2) Deputy Commissioners



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
				Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours per BOC Agenda	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

EXTENSION TO PRE-ARRANGED EMPLOYMENT (NON-COMMERCIAL / MISSIONARY) VISA – SECTION 9(G) is covered under CA 613.



FEE TO BE PAID (WITH ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00
B. 2 YEARS 1. Visa Fees 2. ACR I-Card	PHP 7,980.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00	PHP 7,080.00 USD 100.00
C. 3 YEARS 1. Visa Fees 2. ACR I-Card	PHP 24,210.00 USD 150.00	PHP 19,800.00 USD 150.00	PHP 19,550.00 USD 150.00	PHP 19,050.00 USD 150.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

FEE TO BE PAID (NO ENDORSEMENT)				
CATEGORY	PRINCIPAL	SPOUSE	DEPENDENT (BELOW 16 YEARS OLD)	DEPENDENT (BELOW 14 YEARS OLD)
A. 1 YEAR 1. Visa Fees 2. ACR I-Card	PHP 5,250.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00	PHP 4,550.00 USD 50.00

ACR I-Card is based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)

30. Extension of Special Non-Immigrant Visa under EO 226, As Amended By RA 8756

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Book III, Article 60 of Executive Order No. 226, as amended by Republic Act No. 8756, this special non-immigrant is granted to foreign personnel of regional or area headquarters of multinational companies, their respective spouse and the unmarried children under twenty-one years of age, if accompanying them or if following to join them after their admission into the Philippines as nonimmigrant.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid special non-immigrant visa under EO 226, as amended by RA 8756.</p> <p>The applicant intends to continue his/her employment with the same Regional Headquarters (RHQ) and Regional Operating Headquarters (ROHQ) of multinational companies.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form	Public Information and Assistance Unit (PIAU), Ground Floor,



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>(CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's responsible officer as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Responsible officers are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation as indicated in the Articles of Incorporation or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	<p>Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, visa</p>	<p>To be provided by the applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)	
3. Petitioner's General Information Sheet (GIS) for the current year stamped received by SEC and Mayor's Permit/Business License for the current year (1 photocopy)	Securities and Exchange Commission (SEC) City/municipality where the petitioner operates
4. Latest and updated ITR of both the petitioning company and Applicant with proof of payment of income, if applicable (1 photocopy)	Bureau of Internal Revenue (BIR)
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
<p>6. Bureau of Immigration Clearance Certificate (1 original)</p> <p>NOTE: Order of conversion/latest extension or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application</p> <p>(Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued ID card (1 photocopy) of attorney-in-fact)</p>	<p>(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building</p> <p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building</p> <p>Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative</p>
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English</p>	Public Information and Assistance Unit (PIAU), Ground Floor,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's responsible officer as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	<p>Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph</p>
<p>2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)</p>	<p>Dependent</p>
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	<p>Philippine Statistics Office (PSA) or appropriate Local Civil Registry</p>
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	<p>Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities</p>
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each dependent)</p> <p>IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement</p>	<p>Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Bureau of Immigration Clearance Certificate (1 original for each dependent)	(1) Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, (2) Windows 12 or 17, Ground Floor, BI Main Office Building, and (3) Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18, Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
<p>3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Secure the passport, duly evaluated application and BI Clearance Certificate (BICC)</p> <p>3.4. Secure Order of Payment Slip (OPS)</p>	<p>generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees</p> <p>3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record</p> <p>3.4. Issue the Order of Payment Slip (OPS)</p>			<p>Office Building, or</p> <p><i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or</p> <p><i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building</p>
<p>4.1. Submit the Order of Payment Slip (OPS)</p> <p>4.2. Pay the required fees</p> <p>4.3. Secure official receipt</p>	<p>4.1. Receive the Order of Payment Slip (OPS)</p> <p>4.2. Accept the payment based on the OPS</p> <p>4.3. Issue the official receipt</p>	Refer to the table of fees below	10 Minutes per application	<p><i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building</p>
<p>5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU</p>	<p>5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application</p> <p>5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division</p>	None	2 Hours per batch	<p><i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building</p>
None	<p>6.1. Receive the visa applications from CRU</p> <p>6.2. Raffle the application to Hearing Officer (HO)</p> <p>6.3. Encode application details with assigned</p>	None	5 Minutes per application	<p><i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor,</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	HO in Visa Task Force (VTF) records			BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Evaluation of the visa application by the approving authority	None	10 Days	<i>Deputy Commissioner</i> Office of the Deputy Commissioner, Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	Chief Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

EXTENSION OF SPECIAL NON-IMMIGRANT VISA UNDER EO 226, AS AMENDED BY RA 8756 is covered under RA 8756.

FEES TO BE PAID		
CATEGORY	PRINCIPAL	DEPENDENT
Visa Fees	PHP 4,530.00	PHP 4,030.00



31. Extension of Non-Immigrant Visa for One (1) Year of Offshore Banking Unit (OBU) Under PD 1034

***Note: Agency Steps, Processing Time, and Person Responsible subject to changes due to ongoing transition pursuant to Immigration Memorandum Circular No. 2024-002, “Establishing a Visa Processing Center, Defining its Composition, Duties and Functions, and Providing its Visa Processing Procedures” and Department Circular No. 041 “Revocation of Immigration Administrative Order No. JHM-2016-001 Dated 04 July 2016 and Establishing the Agenda And Records Management Unit (BOC-ARMU) and Implementation Unit (BOC-IU) under the Bureau of Immigration Board Of Commissioners”*

Under Presidential Decree No. 1034 (1976), this non-immigrant visa is granted to foreign personnel assigned by any foreign bank to work in its offshore banking unit in the Philippines, their respective spouses and unmarried children under twenty-one years of age, valid for one (1) year.

Office or Division:	Legal Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	<p>A foreign national, his/her spouse and/or the unmarried child below 21 years old, who are all holders of valid non-immigrant visa under PD 1034.</p> <p>The applicant intends to continue to work in the same offshore banking unit in the Philippine of a foreign bank.</p> <p>IMPORTANT: Applicant should be INSIDE the country at the time of filing of application</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION	
A. DOCUMENTARY	
* Required documents must be arranged in the order as listed below, and securely fastened in a legal size (8½ x 14 in.) folder	
a. PRINCIPAL	
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>character only, and originally signed by the applicant and petitioner's responsible officer as identified in No. 1 requirement (1 original)</p> <p>IMPORTANT NOTE 1: Responsible officers are:</p> <ul style="list-style-type: none"> i. The executive officers of corporation as indicated in the Articles of Incorporation or latest General Information Sheet (GIS) secured from the Securities and Exchange Commission (SEC) ii. Officers of the corporation other than those identified in (i) provided they are duly authorized by such officers through a Board Resolution, Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) iii. Legal counsel/s of the corporation provided they are duly authorized by those identified in (i) and (ii) through a Board Resolution or Corporate Secretary's Certificate or Special Power of Attorney (SPA) (1 original) <p>IMPORTANT NOTE 2: Liaison Officers duly accredited by the Bureau of Immigration are not authorized to represent the petitioner notwithstanding the issuance of a Special Power of Attorney in their favor, unless they are identified in (i), (ii) and (iii) above.</p> <p>IMPORTANT NOTE 3: If the duly authorized representative as identified in (i) and (ii) is a foreign national, he is required to Attach his passport biographical data page and implementation page of valid visa (1 photocopy each)</p>	<p>from www.immigration.gov.ph</p>
<p>2. Applicant's passport including biographical data page, visa implementation page, and latest departure and arrival stamps</p>	<p>To be provided by the applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(1 original passport for presentation and 1 photocopy each for submission)	
3. Sworn Certification originally signed by a responsible officer of the petitioner stating that: <ul style="list-style-type: none"> i. The authority to operate as an offshore banking unit (OBU) is valid and subsisting, ii. The personnel concerned has been paid compensation in the Philippines from the date of original admission; and, iii. The tax due thereon has been withheld and paid to the Bureau of Internal Revenue (BIR) (1 original) 	To be provided by the petitioner
4. Proof of payment of the income taxes withheld by the OBU (1 certified true copy)	Bureau of Internal Revenue (BIR)
5. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)	To be provided by the applicant and/or petitioner
6. Bureau of Immigration Clearance Certificate (1 original) NOTE; Order of conversion /latest extension, or valid ACR I-Card with the name of petitioner (1 photocopy) may facilitate the processing of this application (Bureau of Immigration Accreditation Identification (ID) card or certificate (1 photocopy) if filed through an accredited liaison officer, or Special Power of Attorney (1 original) and valid government-issued	1. Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or 2. Windows 12 or 17, Ground Floor, BI Main Office Building, or 3. Room 422, Fourth Floor, BI Main Office Building Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building Alien Registration Division (ARD), Window 4, Ground Floor, Bureau of Immigration (BI) Main Office Building Bureau of Immigration Accreditation Unit (BIAU) Applicant's Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ID card (1 photocopy) of attorney-in-fact)	
<p>b. DEPENDENT/S</p> <p>1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the dependent or the principal if dependent is unable to sign and petitioner's responsible officer as identified in No. 1 requirement under Principal (1 original for each dependent)</p>	Public Information and Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building or downloadable from www.immigration.gov.ph
2. Dependent's passport including biographical data page, visa implementation page, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy for each dependent for submission)	Dependent
<p>3. Proof of filiation with the principal:</p> <p>i. If marriage/birth certificate is issued in the Philippines, it must be secured from the Philippine Statistics Office (PSA) (1 original for each dependent) or Local Civil Registry (1 original or 1 certified true copy with OR for each dependent)</p>	Philippine Statistics Office (PSA) or appropriate Local Civil Registry
<p>ii. If marriage/birth certificate is issued abroad, it must be authenticated by the Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or apostilled by the appropriate foreign government authorities, with English translation if written in other foreign language (1 original for each dependent)</p>	Philippine Foreign Service Post (PFSP) that has jurisdiction over the place of issuance, or from the Department of Foreign Affairs (DFA) if issued by the local embassy in the Philippines, or from the appropriate foreign government authorities
<p>iii. If certificate was previously submitted, it may be secured from BI Records Section (1 certified true copy for each</p>	Records Section, Third Floor, Bureau of Immigration (BI) Main Office Building

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
dependent) IMPORTANT: (a) Previous Order of Approval with name as dependent, and (b) copy of passport indicating the spouse/parents of the passport holder cannot be accepted for this requirement	
4. Bureau of Immigration Clearance Certificate (1 original for each dependent)	1. Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or 2. Windows 12 or 17, Ground Floor, BI Main Office Building, or 3. Room 422, Fourth Floor, BI Main Office Building
B. PROCEDURAL	N/A
II. ACR I-CARD APPLICATION (DOCUMENTARY)	Refer to Alien Registration Division's Transactions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1.1. Present the original passport and other required documents for the visa application, securely fastened in a legal size (8½ x 14 in.) folder, to BI-PIAU for evaluation	1.1. Attach the Checklist of Requirements to the application 1.2. Receive the visa application and original passport, and review the completeness of documentary requirements 1.3. Stamp "ORIGINAL SEEN" in the photocopies of passport and all submitted pages thereof 1.4. Sign the Checklist of Requirements 1.5. Return the passport and visa application to applicant	None	10 Minutes per application	<i>Acting Chief</i> Bureau of Immigration Public Information and Assistance Unit (BI-PIAU), Ground Floor, BI Main Office Building
2.1. Present the original passport and other required documents for the ACR I-Card	2.1. Attach the Checklist of Requirements to the application 2.2. Receive the ACR I-Card application and original passport, and review the completeness	None	7 Minutes per application	<i>Acting Chief</i> Alien Registration Division (ARD) Windows 11 or 18,

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
application, securely fastened in a legal size (8½ x 14 in.) folder, to ARD for evaluation	of documentary requirements 2.3. Sign the Checklist of Requirements 2.4. Return the passport and ACR I-Card application to applicant			Ground Floor, BI Main Office Building
3.1. Present the original passport and duly evaluated visa application for assessment of fees 3.2. Make sure that authorized stay is valid for at least twenty (20) Days at the time of assessment of fees 3.3. Secures the passport, duly evaluated application and BI Clearance Certificate (BICC) 3.4. Secure Order of Payment Slip (OPS)	3.1. Receive the passport and duly evaluated visa application 3.2. Scan the passport-to-passport reader to generate the applicant's details, and verify and check whether valid authorized stay is at least twenty (20) Days at the time of assessment of fees 3.3. Return the passport and duly evaluated visa application with the BI Clearance Certificate (BICC) for no derogatory record 3.4. Issue the Order of Payment Slip (OPS)	None	5 Minutes per application	<i>Acting Chief</i> Central Receiving Unit (CRU), Ground Floor, BI Main Office Building, or <i>Assessor</i> Windows 12 or 17, Ground Floor, BI Main Office Building, or <i>Assessor</i> Room 422, Fourth Floor, BI Main Office Building
4.1. Submit the Order of Payment Slip (OPS) 4.2. Pay the required fees 4.3. Secure official receipt	4.1. Receive the Order of Payment Slip (OPS) 4.2. Accept the payment based on the OPS 4.3. Issue the official receipt	Refer to the table of fees below	10 Minutes per application	<i>Acting Chief</i> Cash Section Windows 13-16, Ground Floor, BI Main Office Building
5.1. Submit the duly evaluated visa application with properly attached BICC and official receipt, and visa application to CRU	5.1. Receive the duly evaluated visa application with the attached BICC and official receipt, and ACR I-Card application 5.2. Backroom (detailed encoding of applicant's information in the Visa Application Information System [VAIS] to generate barcode), encoding	None	2 Hours per batch	<i>Acting Chief</i> Central Receiving Unit (CRU) Window 20, Ground Floor, BI Main Office Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	in Data Routing Tracking System (DRTS), batching, and forwarding the applications to Visa Task Force (VTF), Legal Division			
None	6.1. Receive the visa applications from CRU 6.2. Raffle the application to Hearing Officer (HO) 6.3. Encode application details with assigned HO in Visa Task Force (VTF) records	None	5 Minutes per application	<i>Acting Chief</i> Visa Task Force (VTF) Legal Division Room 425, Fourth Floor, BI Main Office Building
None	7. Legal Division Officers primarily evaluate the full compliance with the documentary and procedural requirements, assess the qualification of the applicant for the visa being applied for, verify the authenticity of submitted documents with BI offices and other government agencies, and recommend to approve or deny the visa application.	None	22 Days	<i>Chief</i> Legal Division (LD) <i>Acting Chief</i> Visa Task Force (VTF), LD <i>Hearing Officer</i> VTF, LD Fourth Floor, BI Main Office Building
None	8. Evaluation of the visa application by the approving authority	None	10 Days	<i>The Commissioner</i> Office of the Commissioner Second Floor, BI Main Office Building
None	9. Publication of approved/denied visa application	None	2 Hours	<i>Acting Chief</i> Management and Information Systems Division (MISD) Fourth Floor, BI Main Office Building



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
10.1. Submit the original passport 10.2. Secure the passport and check the implemented visa if application is approved 10.3. Secure a certified true copy of Order	10.1. Receive the original passport 10.2. Accept passport and implement the approved visa if application is approved. 10.3. Release the passport and certified true copy of Order	None	2 Days per application	<i>The Board Secretary</i> Office of the Board Secretary Second Floor, BI Main Office Building
11.1. Present the claim stub 11.2. Claim the ACR I-Card	11.1. Receive the claim stub 11.2. Release the ACR I-Card	None	5 Days per application	<i>Chief</i> Alien Registration Division (ARD) Window 4, Ground Floor, BI Main Office Building
TOTAL:		Refer to the table of fees below	39 Days, 4 Hours and 37 Minutes	

EXTENSION OF NON-IMMIGRANT VISA FOR ONE (1) YEAR OF OFFSHORE BANKING UNIT (OBU) is covered under PD 1034

FEES TO BE PAID		
CATEGORY	PRINCIPAL	DEPENDENT
1. Visa Fees	PHP 4,530.00	PHP 4,030.00
2. ACR I-Card (based on Foreign Exchange Rate of the Bangko Sentral ng Pilipinas on the day of assessment)	USD 50.00	USD 50.00

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MANAGEMENT INFORMATION SYSTEMS DIVISION (MISD)

External Services



1. Receiving of Correspondences

Receiving of correspondences in printout form from External Sources

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Simple	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Note / Memorandum / Request with supporting documents (if needed), approved by appropriate authority.		1. Requesting office
2. Filled-out Universal Routing Slip (URS) indicating that the document is disseminated to the MISD to perform specific action on the request.		2. CRU or ASU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of letter request/ document (including in the form of an email) to MISD receiving counters (or thru MISD’s ASU email)	1. Update URS to indicate receiving information.	None	2 minutes	<i>Administrative Staff</i> ASU
None	1.1. Access DRTS, pull-up and update document status.	None	3 minutes	<i>Administrative Staff</i> ASU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2. Open electronic logs and create records of incoming documents.	None	3 minutes	<i>Administrative Staff</i> ASU
None	1.3. Endorse received documents to the appropriate authority for further action. If via email, endorse the printed copy.	None	2 minutes	<i>Administrative Staff</i> ASU
None	1.4. Evaluate and update URS indicating receiving details.	None	5 minutes	<i>Unit Head</i> ASU
None	1.5. Assess the request to determine appropriate action.	None	7 minutes	<i>Administrative Staff</i> ASU
None	1.6. Check completeness of documentary requirements.	None	3 Minutes	<i>Administrative Staff</i> ASU
None	1.7. If complete, endorse documents to the appropriate unit for action; otherwise, draft NWR and letter of denial for approval of the Chief.	None	25 Minutes	<i>Administrative Staff</i> ASU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.8. Fill in appropriate routing information in the URS and route documents to concerned unit.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.9. Update electronic logs.	None	3 minutes	<i>Administrative Staff</i> ASU
None	1.10 Digitize documents.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.11 Route documents as indicated in the URS.	None	4 Minutes	<i>Administrative Staff</i> ASU
None	1.12 Secure signature of the receiving party to evidence release of request.	None	3 Minutes	<i>Administrative Staff</i> ASU
TOTAL:		None	1 hour and 10 minutes	



2. Preparation of Correspondence

Drafting of written communication for routing to the Transacting Public (External Entities).

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Government Agencies BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request / Memorandum		1. Requesting Office
2. Filled-out Universal Routing Slip (URS) containing instructions from Chief-MISD		2. CRU
3. Supporting documents		3. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of letter request/ document (including in the form of an email) to MISD receiving counters (or thru MISD’s ASU email)	1. Update URS to indicate receiving information.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.1. To draft appropriate document (NWR, letter/note-reply or Indorsement) for review and approval of appropriate authorities.	None	25 Minutes	<i>Administrative Staff</i> ASU <i>Unit Head</i> ASU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2. Secure signature from approving authority.	None	15 Minutes	<i>Administrative Staff</i> ASU
None	1.3. Update electronic log for endorsement.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.4. Digitize documents.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.5. Route documents as indicated in the URS.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.6. Secure signature of the receiving party to evidence release of request.	None	5 Minutes	<i>Administrative Staff</i> ASU
TOTAL:		None	1 Hour and 5 Minutes	



23. Releasing of Correspondences

Releasing correspondences from the Transacting Public (External Entities).

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)
Classification:	Government to Citizen (G2C)
Type of Transaction:	Simple
Who may avail:	Filipinos and Foreigners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request duly received by the Central Receiving Unit	1.To be provided by the Applicant
2. Filled-out Universal Routing Slip (URS) indicating that document is disseminated to the MISD to perform specific action on the request	2.CRU
3. Supporting documents in case of records verification or requests for data change as required by Data Privacy Act of 2012	3. To be provided by the Applicant (if applicable)
4. Note or Note with Recommendation addressed to the Commissioner signed by both action unit’s supervisor and Chief-MISD	4. To be provided by the Applicant (if applicable)
5. Draft letter-reply addressed to requesting office	5. To be provided by the Applicant (if applicable)
6. Results of data verification, if needed	6. To be provided by the Applicant (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of printout letter request/ document to MISD receiving counters	1. Update URS to indicate receiving information.	None	2 Minutes	<i>Administrative Staff</i> ASU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Open electronic logs and create records of incoming documents.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.2. Endorse to the appropriate reviewing authority for further action.	None	1 Minute	<i>Administrative Staff ASU</i>
None	1.3. Update URS indicating date/time received.	None	2 Minutes	<i>Unit Head ASU</i>
None	1.4. Review documents.	None	5 Minutes	<i>Administrative Staff ASU</i>
None	1.5. If complete, affix initials in cover note and endorse for signature of the Chief; otherwise, return to the concerned unit for correction.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.6. Fill in appropriate information in the URS.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.7. Update electronic logs.	None	2 minutes	<i>Administrative Staff ASU</i>
None	1.8 Digitize documents.	None	2 Minutes	<i>Administrative Staff ASU</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.9. Access DRTS, pull-up and update document status.	None	2 Minutes	<i>Administrative Staff</i> ASU
None	1.10 Route documents as indicated in the URS.	None	2 Minutes	<i>Administrative Staff</i> ASU
None	1.11. Secure signature of the receiving party to evidence release of request.	None	3 Minutes	<i>Administrative Staff</i> ASU
TOTAL:		None	25 Minutes	



OFFICE OF THE COMMISSIONER (OCOM)
External Services



1. Recall of Exclusion

For excluded foreign nationals seeking admission while they are still in the Philippines

Office or Division:	Office of the Commissioner (OCom)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Excluded foreign nationals who are still in the Philippines
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter request addressed to the Commissioner, indicating name, birth date, passport details, flight/voyage number indicating the reason for exclusion and purpose of admission into the country.	To be provided by the excluded alien and/or authorized representative
2. Exclusion Order served (1 photocopy)	International Ports of Entry and Exit (IPEE); Airline; Shipping Line
3. Other supporting documents as may be indicated in the request	To be provided by the excluded alien and/or authorized representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request along with supporting documents.	1. Receive the request and transmit the same to the OCom.	None	1 Hour	<i>Staff</i> Central Receiving Unit (CRU), Ground Floor, Bureau of Immigration (BI) Main Office
	1.1. Encode the request in the Central Receiving Unit (CRU) database.			
	1.2. Transmit the request to the OCom.			
2. Wait for the notification via mobile number and/or electronic mail (e-mail).	2. Review the completeness of the submitted documentary requirements	None	2 Hours per application	<i>Evaluator</i> OCom, 2nd Floor, BI Main Office
	2.1. Prepare a draft of Recall of Exclusion Order (REO) and a Visa Waiver Order, if excluded due to absence of an entry visa for a visa-required foreign national			

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Submit draft Order to the Technical Assistant for review			<i>Staff</i> OCom, 2nd Floor, BI Main Office
	2.3. Review and submit draft Order to the Commissioner for approval/disapproval.			<i>Technical Assistant</i> OCom, 2nd Floor, BI Main Office
	2.4. Approve or disapprove the application	None	1 Working Day	<i>Commissioner or Alternate Signatory</i> OCom, 2nd Floor, BI Main Office
3. Secure assessment of fees and copy of undocketed REO, if approved.	3. Assess fees, if approved.	None	10 Minutes	<i>Staff</i> Window 7, Ground Floor, BI Main Office
	3.1 Issue Order of Payment Slip (OPS) and copy of undocketed REO to the authorized representative.			
4. Submit the OPS and copy of undocketed REO to the Cashier.	4. Receive the OPS and copy of undocketed REO.	Refer to the table of fees below	30 Minutes	<i>Staff</i> Cash Section; Window 20, Ground Floor, BI Main Office
4.1. Pay the required fees.	4.1. Accept payment based on the assessed fees reflected in the OPS.			
4.2. Secure the Official Receipt (OR)	4.2. Issue the OR.			
5. Submit OR to the OCom.	5. Docket the REO	None	15 Minutes from docketing the application	<i>Staff</i> OCom, 2nd Floor, BI Main Office
5.1. Secure copy of the REO.	5.1. Provide duly docketed and approved REO to the authorized representative			

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.2 Send the REO via facsimile or electronic means to the IPEE where the exclusion order was issued. Copy furnish the BI National Operations Center (BINOC).			
None	5.3 Send electronic copy to Department of Justice (DOJ), if approved.			
TOTAL:		Refer to the table of fees below	1 Working Day 3 Hours and 55 Minutes	



TABLE OF IMMIGRATION FEES FOR REO	
Category	Amount
Application fee	PHP 2,000.00
Waiver of Exclusion Ground Fee	PHP 1,000.00
Service Fee	PHP 500.00
Legal Research Fee	PHP 30.00
Express Lane Fee	PHP 500.00
TOTAL:	PHP 4,030.00

TABLE OF IMMIGRATION FEES FOR VISA WAIVER ORDER	
Category	Amount
Visa Application Fee	Current USD 100.00 equivalent rate
Legal Research Fee	PHP 30.00
Express Lane Fee	PHP 500.00



2. ONLINE APPLICATION FOR WAIVER OF EXCLUSION GROUND (WEG) FOR MINORS

Children under fifteen years of age, unaccompanied by or not coming to a parent to the Philippines, except that such children shall be admitted in the discretion of the Commissioner of Immigration, if otherwise admissible under Section 29(a)(12) of C.A. No. 613, as amended.

Office or Division:	Office of the Commissioner (OCom)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public	
Who may avail:	Parent or legal guardian of the unaccompanied foreign minor by a parent under fifteen (15) years of age	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Notarized Affidavit of Support and Guarantee (ASG) with Travel Consent for WEG executed by either parent of the child(ren)	To be provided by the applicant
	2. Child(ren)'s passport or Travel Document (TD), biographical and signature page(s)	To be provided by the applicant
	3. Passport or TD biographical page of the parent who executed the ASG with Travel Consent for WEG	To be provided by the applicant
	4. Passport or TD biographical page of traveling companion (if any)	To be provided by the applicant
	5. Copy of return or onward ticket	To be provided by the applicant
	6. Copy of the invitation from the sponsoring organization for the child(ren) to come to the Philippines, if applicable	To be provided by the applicant
	7. Valid entry visa, for citizens of visa-required countries and holders of TDs	Philippine Embassy/Consulate
	8. Registered E-services Account	https://e-services.immigration.gov.ph
	9. Registered electronic mail (e-mail)	To be provided by the applicant
	Important Reminders:	
	1. Application should be made within seventy-two (72) hours before the scheduled arrival of the unaccompanied minor child(ren).	
	2. Original copies of the requirements shall be presented at international ports of entry.	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://e-services.immigration.gov.ph/ then click "Waiver of Exclusion Ground". An instruction and information pop-up box will appear then click "Proceed". Accomplish all the required (*) fields of information and uploading of documentary requirements in the WEG E-Form and then click "Submit".	1. Generate a System Reference Number for the assessment of fees.	None	1 Minute	System Automated
2. Pay immigration fees through online payment via Landbank of the Philippines (Link.Biz) or Maya.	2. Redirect to a third-party payment portal.	PHP 3,120.00 (Note: Payment channel or aggregator will send a system-generated confirmation of transaction or proof of payment)	1 Minute	System Automated
None	3. Process and evaluate the application.	None	30 Minutes	<i>Immigration Officer/ Evaluator, OCom</i>
4. Receive a system-generated "Approved" WEG and O.R. through the client's registered e-mail.	4. Approve and send WEG order and O.R. through the client's registered e-mail.	None	NLT 10 Working Hours and 30 Minutes	Commissioner or authorized alternate OCom
TOTAL:		PHP 3,120.00 <i>(exclusive of online payment aggregator and bank/e-wallet charges)</i>	1 Working Day and 32 Minutes	



OFFICE OF THE COMMISSIONER

ALIEN SOCIAL INTEGRATION OFFICE (ASIO) / RA 7919 UNIT
External Services



1. Re-stamping of Republic Act (R.A.) No. 7919 Visa Imprint

R.A. 7919 re-stamping of visa imprint is the re-stamping of passport of R.A. 7919 permanent residents with a more secure visa imprint. The re-stamping accounts for and maintains the integrity of all R.A. 7919 records. It simplifies verification of the Bureau of Immigration's (BI) upgraded R.A. 7919 database and expedites future immigration-related transactions.

Office or Division:	Alien Social Integration Office (ASIO)/R.A. 7919 Unit, Office of the Commissioner (OCom)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	R.A. 7919 Visa Holders Foreign nationals who were granted legal residence status through a Social Integration Program in the Philippines under certain conditions as provided in R.A. 7919 whose visas are not yet fully implemented in their travel documents, or their authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized letter request for the re-stamping (1 Original)	To be provided by the applicant or authorized representative
2. Duly accomplished R.A. 7919 Application Form (1 Original)	BI Website (https://immigration.gov.ph); or Public Information Assistance Unit (PIAU), Ground Floor, Bureau of Immigration (BI) Main Office Building; or R.A. 7919 Unit
3. Official receipt (1 Carbon copy)	BI Cashier
4. Passport or travel document reflecting biographical page, latest R.A. 7919 arrival admission, old R.A. 7919 Visa imprint/implementation stamp, and page where new/amended name is indicated, if applicable (1 Photocopy)	To be provided by the applicant or authorized representative
5. Certified True Copy of Newspaper Publication (1 Original)	BI Records Section, Third Floor, BI Main Office Building
6. Alien Certificate of Registration Identity Card (ACR I-Card) (1 Photocopy)	To be provided by the applicant or authorized representative (Refer to Alien Registration Division's Transactions)

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Original passport (1 Original)	To be provided by the applicant or authorized representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the required documents for evaluation.	1.1. Attach the Checklist of Requirements to the application. 1.2. Receive and review the completeness of the presented documentary requirements. 1.3. Return the presented documentary requirements after review.	None	5 Minutes	<i>Staff</i> Public Information and Assistance Unit (PIAU), Ground Floor, BI Main Office
2. Secure assessment of fees, if approved.	2.1. Assess fees if approved. 2.2. Issue Order of Payment Slip (OPS) to the applicant or authorized representative.	None	10 Minutes	<i>Assessor</i> Window 38, Implementation Unit (IU), BI Main Office
3.1 Submit the OPS to the Cashier. 3.2. Pay the required fees. 3.3. Secure the Official Receipt (OR).	3.1. Receive the OPS. 3.2. Accept payment based on the assessed fees reflected in the OPS. 3.3. Issue the OR.	<u>A. For transfer of visa implementation:</u> Implementation and Legal Research Fee - PHP 510.00 Express Lane Fee - PHP 500.00 <u>B. For Motion for Reconsideration (MR) for non-compliance within the prescribed period</u>	30 Minutes	<i>Staff</i> Cash Section; Window 20, Ground Floor, BI

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Penalties for late filing application - PHP 2,000.00 Implementation and Legal Research Fee - PHP 510.00 Express Lane Fee - PHP 500.00		
4. Submit the evaluated documents with the attached OR to the Central Receiving Unit (CRU).	4. Receive the evaluated documents with the attached OR, then transmit to the R.A. 7919 Unit.	None	5 Minutes	<i>Staff</i> CRU
None	5. Receive the complete documentary requirements from the CRU and encode in the database.	None	2 Minutes	<i>Staff</i> R.A. 7919 Unit
6. Wait for the notification via mobile number, electronic mail (e-mail), and/or follow-up through the local no. 309	6. Assess and verify the documents against Records Management Support System (RMSS) - ASIO database. For complete and genuine documents, endorse the passport with the attached Order to OCom for appropriate action. In case of fraudulent documents or misrepresentation, endorse to Legal Division (LD)/Alien	None	1 Day	<i>Evaluating Officer</i> R.A. 7919 Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Registration Division (ARD)/Immigration Regulation Division (IRD) for appropriate action.			
	6.2. Approve or disapprove the application.	None	1 Day	<i>Commissioner or Alternate Signatory</i> OCom, 2nd Floor, BI Main Office
	6.3. Transmit the documents and passport to R.A. 7919 Unit, once approved.	None	1 Day	<i>Staff</i> OCom, 2nd Floor, BI Main Office
None	7. Implement/Re-stamp RA 7919 visa imprint in the Order and passport.	None		<i>Evaluating Officer</i> R.A. 7919 Unit
8. Present a copy of the OR and claim the passport.	8. Release the passport with visa imprint.	None		<i>Evaluating Officer</i> R.A. 7919 Unit
TOTAL:		A. For transfer of visa implementation - PHP 1,010.00 B. For MR for non-compliance within the prescribed period - PHP 3,010.00	3 Days and 52 Minutes	



OFFICE OF THE COMMISSIONER

BUREAU OF IMMIGRATION ACCREDITATION UNIT (BIAU)
External Services



1. Accreditation Application

1.1 Travel Agency, Corporations or Consultancies and Liaison Officers Accreditation

Office or Division:	BI-Accreditation Unit (BIAU)	
Classification:	Highly Technical	
Type of Transaction:	G2C - for government services whose client is the transacting public	
Who may avail:	Travel Agency, Corporations or Consultancies and Liaison Officers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Checklist of requirements		BIAU Office, Room 210
2. Letter request addressed to the Commissioner for the accreditation of travel agency/corporation/consultancy office		To be provided by the applicant
3. Department of Tourism Certificate of Accreditation (for travel agencies)		Department of Tourism (DOT)
4.a. For Corporations or Partnerships		SEC
i. Machine-validated Securities and Exchange Commission (SEC) Certificate of Registration		
ii. Articles of Incorporation		
iii. General Information Sheet (GIS) for the current year stamped received by the SEC.		
4.b. For Single Proprietorships		DTI
i. Photocopy of Department of Trade and Industry (DTI) Certificate Registration of Business Name.		
5. Current Mayor's Permit and Business License		City or Municipality Office
6. Photocopy of latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, Bureau of Internal Revenue's (BIR) Electronic Filing and Payment System (EFPS) payment details' print-out or other similar evidence)		BIR
7. For travel agencies, official receipt of the CASH BOND of PHP 100,000.00 or GSIS SURETY BOND with Philippine Travel Agencies Association (PTAA) or National Association of Independent Travel Agencies (NAITAS) Endorsement or		To be provided by the applicant

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Membership. For corporations, official receipt of the cash bond of PHP 100,000.00	
8. Affidavit of Undertaking by manager/owner/CEO/President that he/she does not have any relative working with the Bureau within the 3rd civil degree of consanguinity or affinity	To be provided by the applicant
9. Specimen signatures of the president or duly authorized officer of the travel agency/corporation/consultancy office	To be provided by the applicant
10. Proof of ownership of the office or Contract of Lease	To be provided by the applicant
11. Proof of Billing reflecting office name and address or authority from the registered payor to use the same as proof of billing (i.e. MERALCO, PLDT)	To be provided by the applicant
For Liaison Officers:	
1. Letter request addressed to the Commissioner by travel agency/corporation/consultancy office for the accreditation of authorized liaison officer(s);	To be provided by the applicant
2. Duly accomplished accreditation application form (BI Form 2014-03-006 Rev 0)	BIAU
3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant
4. Valid National Bureau of Investigation (NBI) Clearance	NBI
5. Affidavit of Undertaking of the liaison officer that he/she does not have relative working with the Bureau within the 3rd civil degree of consanguinity or affinity	To be provided by the applicant
6. Photocopy of company-issued ID	To be provided by the applicant
7. Specimen signatures of the liaison officer	To be provided by the applicant
8. Seminar Training Certificate	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	1 Day	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	1 Day	Staff BIAU
	2.1 Assess the documents submitted.	None	1 Day	Reviewing Officers BIAU
	2.2 Advise the client to submit lacking documents based on the initial review.	None	1 Day	Staff BIAU
3. Secure the Order of Payment Slip (OPS) for accreditation fees and Cash Bond.	3. Issue the OPS for payment of fees.	None	1 Day	Staff BIAU
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (O.R.).	Application Fee: PHP 5,000.00 Cash Bond: PHP100,000.00 Seminar Fee: PHP 5,000.00 (per liaison officer) ID Fee: Php1,000.00	1 Day	Cashier Cash Section
	4.1. Conduct final review of the submitted documents.	None	4 Days	Staff BIAU
5. Submit the O.R. to BIAU Staff.	5. Draft the Order based on the final review.	None	6 Days	Staff BIAU
None	5.1 Sign the Order.	None	1 Day	Officer-in-Charge (OIC)/ BIAU Head

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.2 Approve/disapprove the Order.	None	1 Day	<i>Technical Assistant (TA)</i> BIAU / Commissioner
5.3.a Receive the BIAU ID and Accreditation Certificate.	5.3.a. Issue the BIAU ID and release the Accreditation Certificate. <i>Note: If Order is approved.</i>	None	1 Day	<i>Staff</i> BIAU
5.3.b. Receive the denial order.	5.3.b. Release the Denial Order. <i>Note: If Order is disapproved.</i>	None	1 Day	<i>Staff</i> BIAU
	TOTAL:	Application Fee: PHP 5,000.00 Cash Bond: PHP100,000.00 Seminar Fee: PHP 5,000.00 (per liaison officer) ID Fee: PHP 1,000.00	20 Days	



1.2 Law Offices and Representatives or Paralegals Accreditation

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Highly Technical
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices and Representatives or Paralegals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Checklist of requirements	BIAU Office, Room 210
2. Letter request addressed to the Commissioner for accreditation of law office	To be provided by the applicant
3.a. For Corporations/Partnerships: i. Machine-validated Securities and Exchange Commission (SEC) Certificate of Registration; ii. Articles of Incorporation/Articles of Partnership iii. General Information Sheet (GIS) for the current year stamped received by the SEC.	SEC
3.b. For Single Proprietorships: i. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;	DTI
4. Copy of the IBP ID of the managing partner/owner of the Law Office with three (3) specimen signatures	Integrated Bar of the Philippines
5. Photocopy of latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, Bureau of Internal Revenue (BIR)'s Electronic Filing and Payment System (EFPS) payment details' print-out or other similar evidence)	BIR

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Affidavit of Undertaking by managing partner/owner that he/she does not have any relative working with the Bureau within the 3 rd civil degree of consanguinity or affinity	To be provided by the applicant
7. Specimen signatures of the managing partner or duly authorized officer of the law office	To be provided by the applicant
8. Proof of ownership of the office or Contract of Lease	To be provided by the applicant
9. Proof of Billing reflecting office name and address or authority from the registered payor to use the same as proof of billing (e.g. MERALCO, PLDT)	To be provided by the applicant
Representatives/Paralegals:	
1. Letter request addressed to the Commissioner by the law office for the accreditation of authorized representative(s) or paralegal(s)	To be provided by the applicant
2. Duly accomplished accreditation application form (BI Form 2014-03-006 Rev0)	BIAU
3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant
4. Valid National Bureau of Investigation (NBI) Clearance	NBI
5. Affidavit of Undertaking of the representative or paralegal that he/she does not have any relative working with the Bureau within 3 rd civil degree of consanguinity or affinity	To be provided by the applicant
6. Photocopy of office-issued ID	To be provided by the applicant
7. Specimen signatures of the representative or paralegal	To be provided by the applicant
8. Seminar Training Certificate	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements,	None	1 Day	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application forms, and other relevant information.			
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	1 Day	Staff BIAU
	2.1 Assess the documents submitted.	None	1 Day	Reviewing Officers BIAU
	2.2. Require the compliance of lacking documents.	None	1 Day	Staff BIAU
3. Secure the Order of Payment Slip (OPS) for accreditation fees and Cash Bond.	3. Issue the OPS for payment of fees.	None	1 Day	Staff BIAU
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (O.R.).	Application Fee - PHP 5,000.00 ID Fee - PHP 1,000.00	1 Day	Cashier Cash Section
	4.1. Conduct final review of the submitted documents.	None	4 Days	Staff BIAU
5. Submit the OR to BIAU Staff.	5. Draft the Order based on the final review.	None	6 Days	Reviewing Officers BIAU
None	5.1 Sign the Order.	None	1 Day	Officer-in-Charge (OIC)/ BIAU Head
None	5.2 Approve/disapprove the Order.	None	1 Day	Technical Assistant (TA) BIAU / Commissioner

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.3.a. Receive BIAU ID and Accreditation Certificate	5.3.a. Issue the BIAU ID and release the Accreditation Certificate. <i>Note: If Order is approved</i>	None	1 Day	Staff BIAU
5.3.b. Receive the Denial Order	5.3.b. Release the Denial Order. <i>Note: If Order is disapproved</i>	None	1 Day	Staff BIAU
TOTAL:		Application Fee - PHP 5,000.00 ID Fee - PHP 1,000.00	20 Days	



1.3 Missionary Organizations and Liaison Officers Accreditation

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Highly Technical
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Missionary Organizations and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Checklist of requirements	BIAU Office, Room 210
2. Letter request addressed to the Commissioner for the accreditation of missionary organization	To be provided by the applicant
3. i. Machine-validated Securities and Exchange Commission (SEC) Certificate of Registration ii. Articles of Incorporation iii. General Information Sheet for the current year stamped received by the SEC.	SEC
4. Current Mayor's Permit and Business License	City or Municipality Office
5. Affidavit of Undertaking by Head of missionary organization that he/she does not have any relative working with the Bureau within the 3rd civil degree of consanguinity or affinity	To be provided by the applicant
6. Specimen signatures of the head or duly authorized officer of the missionary organization	To be provided by the applicant
7. Proof of ownership of the office or Contract of Lease	To be provided by the applicant
8. Proof of Billing reflecting office name and address or authority from the registered pay or to use the same as proof of billing (e.g. MERALCO, PLDT)	To be provided by the applicant
9. Affidavit of exemption from the posting of the required cash bond	To be provided by the applicant
10. Endorsement from a recognized religious or missionary organization	To be provided by the applicant
Liaison Officers:	

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner by missionary organization for the accreditation of authorized liaison officer(s)	To be provided by the applicant
2. Duly accomplished accreditation application form (BIForm2014-03-006Rev0)	BIAU
3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant
4. Valid National Bureau of Investigation (NBI) Clearance	NBI
5. Affidavit of Undertaking of the liaison officer that he/she does not have any relative working with the Bureau within 3rd civil degree of consanguinity or affinity	To be provided by the applicant
6. Photocopy of company-issued ID	To be provided by the applicant
7. Specimen signatures of the liaison officer	To be provided by the applicant
8. Seminar Training Certificate	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	1 Day	Staff BIAU
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	1 Day	Staff BIAU
	2.1 Assess the documents submitted.	None	1 Day	Reviewing Officers BIAU
	2.2 Advise the client to submit lacking documents based on the initial review.	None	1 Day	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Require the compliance of lacking documents.	None	1 Day	Staff BIAU
3. Secure the Order of Payment Slip (OPS) for accreditation fees and Cash Bond.	3. Issue the OPS for payment of fees.	None	1 Day	Staff BIAU
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (O.R.).	Application Fee - PHP 5,000.00 ID Fee - PHP 1,000.00	1 Day	Cashier Cash Section
	4.1. Conduct final review of the submitted documents.	None	3 Days	Staff BIAU
5. Submit the O.R. to BIAU Staff.	5. Draft the Order based on the final review.	None	6 Days	Reviewing Officers BIAU
None	5.1 Sign the Order.	None	1 Day	Officer-in-Charge (OIC)/ BIAU Head
None	5.2 Approve/disapprove the Order.	None	1 Day	Technical Assistant (TA) BIAU / Commissioner
5.3.a. Receive the BI ID and Accreditation Certificate	5.3.a. Issue the BIAU ID and release the Accreditation Certificate. <i>Note: If Order is approved</i>	None	1 Day	Staff BIAU
5.3.b. Receive the Denial Order.	5.3.b. Release the Denial Order. <i>Note: If Order is disapproved</i>	None	1 Day	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	<p>Application Fee - PHP 5,000.00</p> <p>ID Fee - PHP 1,000.00</p>	20 Days	



1.4 Liaison Officers/Representatives of Consular Offices Or Government Organizations Accreditation

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Highly Technical
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Liaison Officers/Representatives of Consular Offices or Government Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Checklist of requirements	BIAU Office, Room 210
2. Endorsement from the Consul General or head of the government organization	To be provided by the applicant
3. Duly accomplished accreditation application form (BI Form 2014-03-006 Rev 0)	BIAU
4. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant
5. Valid National Bureau of Investigation (NBI) Clearance;	NBI
6. Affidavit of Undertaking of the liaison officer/representative that he/she does not have any relative working with the Bureau within the 3rd civil degree of consanguinity or affinity	To be provided by the applicant
7. Photocopy of company-issued ID	To be provided by the applicant
8. Specimen signatures of the liaison officer/representative	To be provided by the applicant
9. Seminar Training Certificate	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	1 Day	Staff BIAU
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	1 Day	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Assess the documents submitted.	None	1 Day	<i>Reviewing Officers</i> BIAU
	2.2 Advise the client to submit lacking documents based on the initial review.	None	1 Day	<i>Staff</i> BIAU
	2.3 Require the compliance of lacking documents.	None	1 Day	<i>Staff</i> BIAU
3. Secure the Order of Payment Slip (OPS) for accreditation fees and Cash Bond.	3. Issue the OPS for payment of fees.	None	1 Day	<i>Staff</i> BIAU
4. Present the OPS to the Cashier for payment.	4. Issue the Official Receipt (O.R.).	Application Fee: PHP 5,000.00 Cash Bond: PHP100,000.00 Seminar Fee: PHP 5,000.00 (per liaison officer) ID Fee: PHP 1,000.00	1 Day	<i>Cashier</i> Cash Section
	4.1. Conduct final review of the submitted documents.	None	4 Days	<i>Staff</i> BIAU
5. Submit the OR to BIAU Staff.	5. Draft the Order based on the final review.	None	5 Days	<i>Reviewing Officers</i> BIAU
None	5.1 Sign the Order.	None	1 Day	<i>Officer-in-Charge (OIC)/</i> <i>BIAU Head</i>
None	5.2 Approve/Disapprove the Order.	None	1 Day	Technical Assistant (TA) BIAU / Commissioner

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.3.a. Receive BIAU ID and Accreditation Certificate	5.3.a. Issue the BIAU ID and release the Accreditation Certificate. <i>Note: if Order is approved</i>	None	1 Day	Staff BIAU
5.3.b. Receive the Denial Order.	5.3.b. Release the Denial Order. <i>Note: If Order is disapproved</i>	None	1 Day	Staff BIAU
TOTAL:		Application Fee: PHP 5,000.00 Cash Bond: PHP 100,000.00 Seminar Fee: PHP 5,000.00 (per liaison officer) ID Fee: PHP 1,000.00	20 Days	



2. Online Renewal- Missionary Organizations, Travel Agencies, Corporations, Consultancy Offices And their Liaison Officers and Paralegals/Liaison Officers of Law Offices

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Highly Technical
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Checklist of requirements	BIAU Office, Room 210
2. Letter request addressed to the Commissioner by the travel agency/corporation/consultancy office/law office/missionary organization for the renewal of accreditation of authorized liaison officer(s) or representative(s)	To be provided by the applicant
3. List of Bureau of Immigration clients served for the past year showing their names, nationalities and natures of transaction	To be provided by the applicant
4. Photocopy of the General Information Sheet (GIS) for the current year stamped received by the Securities and Exchange Commission (SEC) or current Mayor's Permit and Business License (for single proprietorships)	SEC and City or Municipality Office
5. Photocopy of latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, Bureau of Internal Revenue's (BIR's) Electronic Filing and Payment System (EFPS) payment details' print-out or other similar evidence)	BIR
6. Photocopy of the official receipt of the CASH BOND or the renewal of surety bond	To be provided by the applicant
7. Affidavit of Undertaking Responsible Officers of Company	To be provided by the applicant
Renewal - Liaison Officers/ Representatives/ Paralegals	
1. Checklist of requirements	BIAU Office, Room 210
2. Letter request addressed to the Commissioner by the law office/missionary organization/travel agency/corporation/consultancy office for the renewal of accreditation of authorized liaison officer/representative/paralegal	To be provided by the applicant
3. Duly accomplished accreditation application form (BI Form 2014-03-006 Rev 0)	To be provided by the applicant
4. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Valid National Bureau of Investigation (NBI) Clearance	NBI
6. Affidavit of Undertaking of the liaison officer/representative/paralegal that he/she does not have any relative within the 3rd civil degree of consanguinity or affinity	To be provided by the applicant
7. Photocopy of office-issued ID	To be provided by the applicant
8. Latest Seminar Training Certificate	To be provided by the applicant
9. Old accreditation ID of liaison officer/representative/paralegal (to be surrendered)	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	1 Day	Staff BIAU
2. Submit the documentary requirements to BIAU Online E-Services.	2. Assess the documents submitted online.	None	2 Days	Staff BIAU
	2.1 Receive the documentary requirements online.	None	1 Day	Reviewing Officers BIAU
3. Online Payment (LandBank, GCash, etc)		Application Fee - PHP 3,000.00 I.D Fee - PHP 500.00	1 Day	Cashier Cash Section
None	4. Conduct final review of the submitted documents online.	None	5 Days	Staff/ Reviewing Officer BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Recommend to BIAU Head for Approval/Disapproval online.	None	1 Day	<i>Reviewing Officer</i> BIAU
None	5.1 Review and Recommend to the Commissioner for Approval/Disapproval online.	None	5 Days	<i>Officer-in-Charge (OIC)/</i> <i>BIAU Head</i>
None	5.2 Approve/Disapprove the Application for Accreditation online.	None	2 Days	<i>Technical Assistant (TA)</i> BIAU / Commissioner
5.3 Receive BIAU ID and Certificate	5.3 Issue the BIAU ID and release the Certificate.	None	2 Days	<i>Staff</i> BIAU
TOTAL:		Application Fee - PHP 3,000.00 I.D Fee - PHP 500.00	20 Days	



3. Cash Bond Refund/Forfeiture

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Complex Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Checklist of requirements	BIAU Office, Room 210
2. Notarized letter request for Cash Bond refund	To be provided by the applicant
3. Notarized Cancellation request	To be provided by the applicant
4. For corporation/partnership: a. Notarized Secretary's Certificate/Board resolution (for corporation/partnership)	To be provided by the applicant
b. Copy of machine validated Securities and Exchange Commission (SEC)/General Information Sheet (GIS)/Articles of Incorporation or Certificate of Registration	SEC
5. For sole proprietorship: a. Department of Trade and Industry (DTI) Certification - copy	DTI
6. Photocopy of Cash Bond Official Receipt	To be provided by the applicant
7. Copy of 2 valid government-issued ID of attorney-in-fact (in cases with Special Power of Attorney), Copy of 2 valid government-issued ID of the responsible officer	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with the checklist of requirements, application forms and other relevant information.	None	5 Minutes	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 Minutes	Staff BIAU
	2.1 Assess the documents submitted.	None	20 Minutes	Reviewing Officers BIAU
	2.2 Advise the client to submit lacking documents based on the initial review.	None	3 Minutes	Staff BIAU
3. Cash Bond Verification at the Financial and Management Division-Accounting Section (FMD-AS).	3. Verify the Cash Bond, to be certified by the Chief, FMD-AS	None	30 minutes	Staff FMD-AS Chief FMD-AS
3.1. Submit the other necessary documents	3.1 Require the compliance of lacking documents.	None	3 Minutes	Staff BIAU
None	4. Final review of the submitted documents.	None	3 Working Days	Staff BIAU
None	4.1 Draft the Order based on the final review.	None	1 Working Day	Reviewing Officers BIAU
None	4.2 Sign the Order.	None	4 Hours	Officer-in-Charge (OIC)/ BIAU Head
None	4.3 Approve/Disapprove the Order.	None	2 Working Days	Technical Assistant (TA) BIAU / Commissioner

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.4 Receive the Order	4.4 Release the Order.	None	2 Hours	Staff BIAU
TOTAL:		None	6 Working Days, 7 Hours and 6 Minutes	



4. Cancellation of Accreditation

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Highly Technical
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized letter request addressed to the Commissioner	To be provided by the applicant
2. Accreditation IDs	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to BIAU.	1. Receive the documentary requirements and provide the receiving copy to the applicant.	None	1 Day	Staff BIAU
None	2. Assess the documents submitted.	None	4 Days	Reviewing Officers BIAU
None	2.1. Advise the client to submit lacking documents based on the initial review.	None	1 Day	Staff BIAU
None	2.2. Conduct final review of the submitted documents.	None	5 Days	Staff BIAU
None	3. Draft the Order based on the final review.	None	6 Days	Reviewing Officers BIAU
None	4. Sign the Order.	None	1 Day	Officer-in-Charge (OIC)/ BIAU Head

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CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Approve/disapprove the Order.	None	1 Day	Technical Assistant (TA) BIAU / Commissioner
6. Receive the Order	6. Release the Order.	None	1 Day	<i>Staff</i> BIAU
TOTAL:		None	20 Days	



5. Cancellation of Accreditation IDs

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized letter request addressed to the Commissioner	To be provided by the applicant
2. Accreditation IDs	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to BIAU.	1. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 Minutes	<i>Staff BIAU</i>
None	2. Assess the documents submitted.	None	20 Minutes	<i>Reviewing Officers BIAU</i>
None	2.1. Advise the client to submit lacking documents based on the initial review.	None	3 Minutes	<i>Staff BIAU</i>
None	3. Draft the Order based on the final review.	None	1 Working Day	<i>Reviewing Officers BIAU</i>
None	4. Sign the Order.	None	4 Hours	<i>Officer-in-Charge (OIC)/ BIAU Head</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Approve/disapprove the Order.	None	1 Working Day	Technical Assistant (TA) BIAU / Commissioner
6. Receive the Order.	6. Release the Order	None	3 Minutes	<i>Staff</i> BIAU
TOTAL:		None	2 Working Days, 4 Hours and 31 Minutes	



6. Change of Company Name/Business Type

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Complex Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers
CHECKLIST OF REQUIREMENTS	
1. Notarized letter request addressed to the Commissioner	To be provided by the applicant
2. Pertinent Documents supporting the change of Company Name: a. For Corporations or Partnerships i. Machine-validated Securities and Exchange Commission (SEC) Certificate of Registration ii. Articles of Incorporation iii. General Information Sheet (GIS) for the current year stamped received by the SEC.	SEC
b. For Single Proprietorships: i. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name.	DTI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	5 Minutes	Staff BIAU
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 Minutes	Staff BIAU
None	3. Assess the documents submitted.	None	20 Minutes	Reviewing Officers BIAU
None	3.1. Advise the client to submit lacking documents based on the initial review.	None	3 Minutes	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Draft the Order based on the final review.	None	1 Working Day	<i>Reviewing Officers BIAU</i>
None	5. Conduct final review of the submitted documents.	None	3 Working Days	<i>Staff BIAU</i>
None	6. Sign the Order.	None	4 Hours	<i>Officer-in-Charge (OIC)/ BIAU Head</i>
None	7. Approve/Disapprove the Order.	None	1 Working Day	Technical Assistant (TA) BIAU / Commissioner
8. Receive the Order	8. Release the Order.	None	3 Minutes	<i>Staff BIAU</i>
TOTAL:		None	5 Working Days, 4 hours and 36 minutes	



7. Issuance Of Show Cause And Bar Orders/Lifting Of Bar Orders

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Quasi Judicial
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized written explanation addressed to the Commissioner if issued a Show Cause Order	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document to BIAU.	1. Receive the complaint: a. Directly from complainant/Agency; b. Endorsed by other BI Offices (e.g., Student Visa Section/SVS, Legal Division/LD, among others)	None	5 Minutes	<i>Staff</i> BIAU
None	2. Assess the documents submitted.	None	20 Minutes	<i>Reviewing Officers</i> BIAU
None	3. Draft the Show Cause Order.	None	15 Minutes	<i>Reviewing Officers</i> BIAU
None	4. Review the draft Show Cause Order.	None	15 Minutes	<i>Officer-in-Charge (OIC)/</i> <i>BIAU Head</i>
None	5. Sign the Show Cause Order.	None	1 Working Day	Technical Assistant (TA) BIAU / Commissioner

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Forward the approved Show Cause Order to the Records Section for mailing to the accredited entity/liaison officer.	None	5 Minutes	<i>Staff BIAU</i>
7. Submit the explanation letter.	7. Receive the explanation letter.	None	3 Minutes	<i>Staff BIAU</i>
None	8. Evaluate the explanation letter.	None	1 Hour	<i>Reviewing Officers BIAU</i>
None	9. Draft the Order.	None	15 Minutes	<i>Reviewing Officers BIAU</i>
None	10. Review and sign the Order.	None	4 Hours	<i>Officer-in-Charge (OIC)/ BIAU Head</i>
None	11. Approve/Disapprove the Order.	None	1 Working Day	Technical Assistant (TA) BIAU / Commissioner
12. Receive the Order.	12. Release the Order.	None	3 Minutes	<i>Staff BIAU</i>



8. Reissuance of ID

Office or Division:	BI-Accreditation Unit
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Law Offices, Missionary Organizations, Travel Agencies, Corporations and Consultancy Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Letter request addressed to the Commissioner	To be provided by the applicant
2. Affidavit of Loss	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to BIAU.	1. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 Minutes	Staff BIAU
None	2. Assess the documents submitted.	None	20 Minutes	Reviewing Officers BIAU
3. Submit lacking documents as required.	3. Advise the client to submit lacking documents based on the initial review.	None	3 Minutes	Staff BIAU
4. Secure the Order of Payment Slip (OPS).	4. Issue the OPS for payment of fees.	None	3 Minutes	Staff BIAU
5. Presents the OPS to the Cashier for payment.	5. Issue the Official Receipt (O.R.)	ID Fee - PHP 500.00	10 Minutes	Cashier Cash Section

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submit the O.R. to BIAU.	6. Receive the O.R.	None	3 Minutes	Staff BIAU
None	7. Review the submitted documents.	None	3 Minutes	Staff BIAU
None	8. Draft the Order of Approval/Disapproval.	None	1 Working Day	Reviewing Officers BIAU
None	9. Sign the Order as the recommending approval.	None	4 Hours	Officer-in-Charge (OIC)/ BIAU Head
None	10. Approve/Disapprove the Order .	None	1 Working Day	Technical Assistant (TA) BIAU / Commissioner
11. Receive the ID.	12. Print and release the ID, if the Order is approved.	None	2 Hours	Staff BIAU
12.1. Receive the Order.	12.1. Release the Order if disapproved.	None	3 Minutes	Staff BIAU
TOTAL:		ID Fee - PHP 500.00	2 Working Days, 6 Hours and 47 Minutes for Approved Accreditation 2 Working Days, 4 Hours and 50 Minutes for Disapproved Accreditation	



9. Additional Liaison Officer/Representative

Office or Division:	BI-Accreditation Unit (BIAU)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Travel Agency, Corporations or Consultancies and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Commissioner by travel agency/corporation/consultancy office for the accreditation of authorized liaison officer(s)	To be provided by the applicant
2. Duly accomplished accreditation application form (BI Form 2014-03-006 Rev 0)	BIAU
3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term and job description	To be provided by the applicant
4. Valid National Bureau of Investigation (NBI) Clearance	NBI
5. Valid Philippine National Police (PNP) Clearance [for travel agencies only]	PNP
6. Affidavit of Undertaking of the liaison officer that he/she does not have relative working with the Bureau within the 3 rd civil degree of consanguinity or affinity	To be provided by the applicant
7. Photocopy of company-issued ID	To be provided by the applicant
8. Specimen signatures of the liaison officer; Seminar Training Certificate	To be provided by the applicant

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the checklist of requirements and application form.	1. Provide the applicant with checklist of requirements, application forms, and other relevant information.	None	5 Minutes	Staff BIAU
2. Submit the documentary requirements to BIAU.	2. Receive the documentary requirements and provide the receiving copy to the applicant.	None	5 Minutes	Staff BIAU
None	3. Assess the documents submitted.	None	20 Minutes	Reviewing Officers BIAU
3. Receive instruction.	3.1. Advise the client to submit lacking documents based on the initial review.	None	3 Minutes	Staff BIAU
4. Secure the Order of Payment Slip (OPS) for accreditation fees and Cash Bond	4. Issue the OPS for payment of fees.	None	3 Minutes	Staff BIAU
5. Present the OPS to the Cashier for payment.	5. Issue the Official Receipt (O.R.).	Seminar Fee - PHP 5,000.00 (per liaison officer) ID Fee - PHP 1,000.00	10 Minutes	Cashier Cash Section
6. Submit the OR to BIAU Staff.	6. Conduct final review of the submitted documents.	None	3 Working Days	Staff BIAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Draft the Order based on the final review.	None	1 Working Day	Staff BIAU
None	8. Sign the Order.	None	4 Hours	Officer-in-Charge (OIC)/ BIAU Head
None	9. Approve/Disapprove the Order.	None	2 Working Days	Technical Assistant (TA) BIAU / Commissioner
9. Receive BIAU ID, if approved	10. Issue the BIAU ID, if Order is approved	None	2 Hours	BIAU Staff
9.1. Receive Denial Order, if disapproved.	10.1. Release the Denial Order, if Order is disapproved.	None	3 Minutes	BIAU Staff
TOTAL:		Seminar Fee - PHP 5,000.00 (per liaison officer) ID Fee - PHP 1,000.00	6 Working Days, 6 Hours and 46 Minutes for Approved Accreditation 6 Working Days, 4 Hours and 55 Minutes for Disapproved Accreditation	



OFFICE OF THE COMMISSIONER

BUREAU OF IMMIGRATION OPERATIONS CENTER (BINOC)
External Services



1. Provision of Closed-Circuit Television (CCTV) Footage Services

Available captured CCTV footages maybe be requested to the Commissioner thru the BINOC provided the site has installed CCTV cameras.

Office or Division:	BI Nationals Operations Center (BINOC)
Classification:	Complex Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity G2G - for government service whose client is a government employee or another government agency
Who may avail:	Client (Transacting public, business entity, and government employee or another government agency)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request via Universal Routing Slip (URS) and e-mail stating the following: <ul style="list-style-type: none"> ● Name of the requestee ● Contact details ● E-mail Address ● Purpose of the request ● Date and time of incident ● Description of the event, person, or other similar information ● Place of the incident 	Requestor
2. Valid government-issued identification card (ID) for private requesting party	Concerned government agency
3. Special Power of Attorney (SPA) for the designated representative of the requesting party	Law office/Private practitioner

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CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request addressed to the Commissioner to the BI Central Receiving Unit (CRU) at BI Main Office	1. Receive Letter Request addressed to the Commissioner or directive from the DOJ as well as encode in the database.	None	10 Minutes	<i>Staff</i> CRU
None	2. Verify the availability, preserve, and download the requested CCTV footages	None	3 Working Days	<i>Staff</i> Monitoring Section, BINOC
None	3. Prepare Note with Recommendation (NWR) with corresponding Completed Staff Work (CSW) subject to the Commissioner's Approval.	None	2 Working Days	<i>Staff</i> Monitoring Section, BINOC <i>Chief</i> BINOC
None	4. Return to BINOC for appropriate action.	None	1 Working Day	<i>Staff</i> Office of the Commissioner
5. The Requestor (with government-valid identification) of the CCTV Footage shall claim the letter reply, with requested CCTV footages, if approved by the Commissioner and is available.	5. Release the action document with the video recording.	None	5 Minutes	<i>Staff</i> Monitoring Section, BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.1 The Requestor (with government-valid identification) of the CCTV Footage shall view the requested CCTV footages, if approved by the Commissioner	5.1 Facilitate the viewing of the CCTV footages in appropriate cases.	None	4 Hours	<p style="text-align: center;"><i>Staff</i></p> Monitoring Section, BINOC
TOTAL:		None	<p style="text-align: center;">6 Working Days and 15 Minutes</p> <p style="text-align: center;">6 Working Days, 4 Hours, and 15 Minutes (If the Commissioner only allowed the viewing of the CCTV footages)</p>	



2. Provision of BI Issuance

Available BI Issuance may be requested thru BI National Operations Center (BINOC) including but not limited to Memorandum, Advisories, Operation Orders, and other similar issuances.

Office or Division:	BI National Operations Center (BINOC)
Classification:	Simple Transaction
Type of Transaction:	G2G - for government service whose client is a government employee or another government agency
Who may avail:	BI Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI-issued identification card (ID) or any valid government ID for other clients	Bureau of Immigration or concerned government agency
2. Details of the issuance requested such as: <ul style="list-style-type: none"> • Title of the BI Issuance • Year of Issuance • Docket Number of the BI Issuance 	Requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a copy of the BI Issuance	1. Check the availability of the requested issuance.	None	10 Minutes	Staff BINOC
2. Claim the requested copy of BI Issuance from BINOC.	2. Release the requested BI Issuance (photocopy or scanned copy), if available.	None	2 Minutes	Staff BINOC
TOTAL:		None	12 Minutes	



3. Provision and/or Verification of Derogatory Orders

Available BI Derogatory Order may be requested thru BI National Operations Center (BINOC) by Duty Immigration Supervisor (DIS) from International Ports of Entry and Exit (IPEE).

Office or Division:	BINOC
Classification:	Simple Transaction
Type of Transaction:	G2G - for government service whose client is a government employee or another government agency
Who may avail:	DIS from IPEE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Details of the requested derogatory order including: <ul style="list-style-type: none"> Name of the subject Classification of the derogatory order Docket Number of the Order Criminal Case No., if applicable Flight/Voyage boarding time of the departing subject Other details that may be relevant to the order requested 	DIS
2. Details of the requesting party: <ul style="list-style-type: none"> Name of the DIS Inclusion in the official Official Viber Group per IPEE 	DIS Administrator of the official Viber group

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DIS to send the request for verification and a copy of the derogatory order thru the Official Viber Group. The message must include the following: <ul style="list-style-type: none"> Name of the subject 	1. Reply to the sent request for verification and a copy of a derogatory order.	None	5 Minutes	Staff BINOC
	1.1 Reply if the requested derogatory order is available in the BINOC database or not.	None	10 Minutes	Staff BINOC
	1.2 Send a copy of the requested derogatory order to the official electronic mail (e-mail) address of the IPEE.	None	3 Minutes	Staff BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> ● Classification of the derogatory order ● Docket Number of the Order ● Criminal Case No., if applicable ● Other details that may be relevant to the order requested ● Name of the DIS 	1.3 Inform the DIS that the requested copy of the derogatory order was sent to the official e-mail address of the IPEE or inform the requesting DIS that there is no available copy.	None	2 Minutes	<i>Staff</i> BINOC
2. Requesting DIS shall retrieve the requested derogatory order from the official e-mail of the IPEE.	2. Encode the transaction in the database.	None	2 Minutes	<i>Staff</i> BINOC
TOTAL:		None	22 Minutes	



4. Queries or Complaints Sent via BI Official Facebook Account

The BI National Operations Center (BINOC) answers all queries sent thru the BI Official Facebook Account.

Office or Division:	BINOC
Classification:	Simple, Complex or Highly Technical Transaction (depending on the type of query received)
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity G2G - for government services whose client is a government employee or another government agency
Who may avail:	Client (Transacting public, business entity, and government employee or another government agency)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Registered Facebook account	https://www.facebook.com/
2. BI official Facebook account (Republic of the Philippines, Bureau of Immigration)	https://www.facebook.com/officialbureauofimmigration
3. Details of the queries that needed to be addressed	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send queries stating the information needed to be addressed.	1. Answer the query of the sender if it can be found in the provided standard replies.	None	10 Minutes	Staff BINOC
	1.1 Transmit the query to the Central Receiving Unit (CRU) or the complaint to the Good Governance Unit (GGU).	None	10 Minutes	Staff BINOC
None	1.2 Inform the sender of the status of the query or complaint sent which was transmitted to the concerned BI office.	None	10 Minutes	Staff BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Retrieve the reply of the concerned BI office.	None	3 Working Days for simple complaints 15 Working Days for complicated complaints 3 Working Days for Simple Transaction 7 Working Days for Complex Transaction	<i>Staff</i> BINOC
	1.3 Send to the individual/organization the answer to the subject query or complaint provided by the concerned BI office.	None	10 Minutes	<i>Staff</i> BINOC for query <i>Staff</i> GGU for complaint
	TOTAL:	None	10 Minutes for queries with Standard Replies For Simple Complaints: 3 Working Days and 40 Minutes For Complicated Complaints: 15 Working Days and 40 Minutes For Simple Transaction: 3 Working Days and 40 Minutes For Complex Transaction: 7 Working Days and 40 Minutes	



5. Queries or Complaints Sent via BI Official E-Mail Account

The BI National Operations Center (BINOC) answers all queries sent thru the BI Official E-mail Account.

Office or Division:	BI National Operations Center (BINOC)
Classification:	Complex Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency
Who may avail:	Client (Transacting public, business entity, and government employee or another government agency)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Registered e-mail account	Individual/organization's e-mail account
2. BI official e-mail account	immigPH@gmail.com / xinfo@immigration.gov.ph
3. Details of the queries that needed to be addressed	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send queries via e-mail stating the information needed to be addressed or the complaint.	1. Answer the query of the sender if it can be found in the provided standard replies.	None	10 Minutes	Staff BINOC
	1.1 Transmit the query to the Central Receiving Unit (CRU) or the complaint to the Good Governance Unit (GGU).	None	10 Minutes	Staff BINOC
	1.2 Inform the sender of the status of the query or complaint sent which was transmitted to the concerned BI office.	None	10 Minutes	Staff BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Retrieve the reply of the concerned BI office.	None	3 Working Days for simple complaints 15 Working Days for complicated complaints 3 Working Days for Simple Transaction 7 Working Days for Complex Transaction	Staff BINOC
	1.4 Send to the individual/organization the answer to the subject query or complaint provided by the concerned BI office.	None	10 Minutes	Staff BINOC for query Staff GGU for complaint
	TOTAL:	None	10 Minutes for queries with Standard Replies For Simple Complaints: 3 Working Days and 40 Minutes For Complicated Complaints: 15 Working Days and 40 Minutes For Simple Transaction: 3 Working Days and 40 Minutes For Complex Transaction: 7 Working Days and 40 Minutes	



6. Answer and Transfer Calls Via BI Hotline

The BI National Operations Center (BINOC) answer and transfer calls to concerned BI offices thru the BI Hotline.

Office or Division:	BI National Operations Center (BINOC)
Classification:	Complex Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public G2B - for government services whose client is a business entity G2G - for government services whose client is a government employee or another government agency
Who may avail:	Client (Transacting public, business entity, and government employee or another government agency)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BI Hotline Number 84652400	BI Official Facebook Page: https://www.facebook.com/officialbureauofimmigration BI Official Website: https://immigration.gov.ph
2. Details of the queries that needed to be addressed	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the BI Hotline and provide details of the queries.	1. Answer the call responsively.	None	5 Minutes	Staff BINOC
1.1 Receive the contact number of the concerned BI office or talk with the personnel in charge where the call was transferred.	1.1 Transfer the call and/or provide the number of BI offices not located in the BI Main office for concerns beyond the jurisdictions of the BINOC.	None	1 Minute	Staff BINOC
TOTAL:		None	6 Minutes	



7. Verification of Emigration Clearance Certificate (ECC)

Available BI Emigration Clearance Certificate (ECC) issued by different support offices may be requested thru BI National Operations Center (BINOC) by the Duty Immigration Supervisor (DIS) in the International Ports of Entry and Exit (IPEE).

Office or Division:	BI National Operations Center (BINOC)
Classification:	Simple Transaction
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency
Who may avail:	DIS in the IPEE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Details of the requested Emigration Clearance Certificate (ECC) order including: <ul style="list-style-type: none"> Name of the subject Place of issuance of the Emigration Clearance Certificate (ECC) Docket Number of the Order Other details that may be relevant to the Emigration Clearance Certificate (ECC) requested 	DIS
2. Other details: <ul style="list-style-type: none"> Name of the DIS Inclusion in the Derogatory Official Viber Group 	DIS Administrator in IPEE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the request for verification of the ECC. The message must include the following: <ul style="list-style-type: none"> Name of the subject 	1. Receive the request via official Viber group.	None	2 Minutes	Staff BINOC
	1.1 Verify the availability of the ECC.	None	10 Minutes	Staff BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Place of issuance of the ECC Docket Number of the Order Other details that may be relevant to the ECC requested Name of the DIS 				
2. Receive the copy of the ECC or reply from the BINOC.	2. Provide confirmation on the details of the ECC or reply whether the same is not available in the BINOC database.	None	5 Minutes	Staff BINOC
None	3. Encode the transaction in the database.	None	2 Minutes	Staff BINOC
TOTAL:		None	22 Minutes	



8. Installation of CCTV Cameras & Equipment

The BI National Operations Center (BINOC) is responsible for the installation of procured CCTV cameras and equipment as directed by the Commissioner.

Office or Division:	BI Nationals Operations Center (BINOC)
Classification:	Complex Transaction
Type of Transaction:	G2G - for government service whose client is a government employee or another government agency
Who may avail:	BI Offices or International Ports of Entry and Exit (IPEE)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Note with Recommendation (NWR) for the installation of CCTV cameras and equipment	Requesting office
2. Permit or authority where the BI office is located	Owner or manager of the area
3. Access Pass, if applicable	Concerned port authority

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the schedule of installation of CCTV cameras and equipment.	1. Schedule the installation and inform the requesting office on the required documents for the installation.	None	30 Minutes	Staff BINOC
2. Provide assistance to BINOC, if needed.	2. Install the CCTV cameras and equipment on the given schedule.	None	2 Working Days	Staff BINOC
None	3. Submit After Activity Report (AAR) addressed to the Commissioner.	None	1 Working Day	Staff BINOC
None	4. Coordinate with MISD for internet connectivity.	None	10 Minutes	MISD BINOC
TOTAL:		None	3 Working Days and 40 Minutes	



9. Uploading or Deletion of Articles/Data in the Bureau of Immigration Website

The BI National Operations Center (BINOC) Website Content Unit personnel receives the approved Completed Staff Work (CSW) for the uploading or deletion of articles or data in the official BI website.

Office or Division:	BI Nationals Operations Center (BINOC)
Classification:	Simple Transaction
Type of Transaction:	G2G - for government service whose client is a government employee or another government agency
Who may avail:	BI Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Completed Staff Work (CSW) for the uploading or deletion of articles or data in the official BI website (e.g., Press Release, Advisory, Announcement, Issuance, Accredited Entities, among others)	All BI employees

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved CSW for the posting/amendment/deletion of documents in the BI Website.	1. Receive approved CSW for the posting/amendment/deletion of documents in the BI Website.	None	5 Minutes	Staff BINOC Requesting Office
None	2. Prepare the articles or data for uploading or deletion in the BI Website.	None	15 minutes	Staff BINOC
None	3. Send to Management and Information Systems Division (MISD) the approved CSW and the article or data for uploading or deletion.	None	5 Minutes	Staff BINOC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Monitor the implementation of the CSW by the MISD.	None	1 Working Day	Staff BINOC
5. Receive the information pertaining to the uploading or deletion of the article or data.	5. Log or record the uploaded file in the database.	None	5 Minutes	Staff BINOC
TOTAL:		None	1 Working Day and 30 Minutes	



OFFICE OF THE COMMISSIONER
GOOD GOVERNANCE UNIT (GGU)
External Services



1. Complaints Handling

Immigration-related complaints are received by the Good Governance Unit (GGU). Complaints are filed via the following: 8888 Portal, Contact Center ng Bayan (CCB), Presidential Complaint Center (PCC), Anti-Red Tape Authority (ARTA), electronic mail (e-mail) as well as from walk-in clients which will be attended by the GGU complaints desk.

Moreover, for a more detailed and complete communication, the client may be requested by a GGU personnel to send an e-mail pertaining to the complaint to be sent to ocom.cgg@immigration.gov.ph.

Office or Division:	Good Governance Unit (GGU)
Classification:	Simple, Complex, and Highly Technical Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Filipinos and Foreign Nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized and signed Letter Complaint (2 photocopies) with details on the following: Name, Contact details, e-mail address, among others	To be provided by the complainant
2. Electronic mail (E-mail)	To be provided by the complainant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents, either personally or via e-mail to ocom.cgg@immigration.gov.ph .	1. Receive the documents and print the same, if received via e-mail.	None	1 Hour	<i>Personnel</i> GGU Complaints Desk
None	2. Encode details of the complaint in the database for monitoring purposes.	None	1 Hour	<i>Personnel</i> GGU Complaints Desk

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive the reply.	3. Send reply to the complainant.	None	1 Working Day	<i>Personnel</i> GGU Complaints Desk
None	4. Refer the complaint to the concerned BI office, if beyond the jurisdiction of GGU.	None	3 Working Days for Basic Complaint	<i>Personnel</i> GGU Complaints Desk
3.2 Receive information where the complaint was transmitted for follow-up purposes.	4.1 Inform the complainant where the complaint was transmitted for appropriate action.		15 Working Days for Complicated Complaint	
None	4.2 Monitor and follow-up the status of the complaint.	None		<i>Personnel</i> GGU Complaints Desk
4.3 Receive the reply.	4.3 Send letter reply to the complainant.	None	1 Hour	<i>Personnel</i> GGU Complaints Desk
TOTAL:		None	1 Working Day and 2 Hours for Basic Complaint Acted Upon by GGU 3 Working Days and 3 Hours for Basic Complaint Acted Upon by Other BI Office 15 Working Days and 3 Hours for Complicated Complaint Acted Upon by Other BI Office	



2. Client Feedback

Immigration-related services can be rated by Bureau of Immigration (BI) clients via the Quick Response (QR) Code and/or Pen & Paper feedback form. Feedback through the said platforms are collected and processed by the GGU in preparation of the monthly report for submission to the Office of the Commissioner.

Office or Division:	Good Governance Unit (GGU)
Classification:	Highly Technical Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Filipinos and Foreign Nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online Feedback Form or	https://immigration.gov.ph Accessible online via the QR Code posted in conspicuous places inside BI Office premises
Pen and Paper Feedback Form	Feedback boxes distributed in BI Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the form.	1. Receive QR and/or Pen and Paper feedback.	None	10 Minutes	<i>Personnel</i> GGU Complaints Desk
None	2. Process collected QR and/or Pen and Paper feedback. 2.1 Collate QR and/or Pen and Paper feedback. 2.2 Convert raw data into an electronic file.	None	1 Working Day	<i>Personnel</i> GGU Complaints Desk

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Analyze data. 3.1 Validate feedback received. 3.2 Determine trends in customer satisfaction and feedback from relevant interested parties. 3.3 Formulate recommendations to improve satisfaction	None	15 Working Days	<i>Personnel</i> GGU Complaints Desk
None	4. Submit monthly report to the Office of the Commissioner, as well as the Annual Client Satisfaction Measurement (CSM) Report not later than the deadline set by ARTA.	None	1 Hour	<i>Personnel</i> GGU Complaints Desk
TOTAL:		None	16 Working Days, 1 Hour, and 10 Minutes	



OFFICE OF THE COMMISSIONER

IMMIGRATION PROTECTION AND BORDER ENFORCEMENT SECTION (I-PROBES)
External Services



1. Examination and Risk Assessment of Departing Passengers Referred by Primary Inspectors

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Private Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Border Control Questionnaire (BCQ)	BI Primary Inspector

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Secondary Inspection area at ports of exit and properly fill-out BCQ.	1. Receive the BCQ.	None	10 Minutes	Secondary Inspectors I-PROBES
2. Undergo interview, documents examination, and risk assessment.	2. Examine based on the totality of the circumstances if the client's purpose of travel is consistent with their statements during interview, compliance with the necessary primary and supporting travel documents, and is not at risk of becoming a possible victim of trafficking-In-Person (TIP) and/or Illegal Recruitment (IR).	None	10 Minutes or as much as practicable	Secondary Inspectors I-PROBES

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client will be allowed to depart once they are able to confirm their purpose of travel, comply with the required travel documents, and is proven as not likely to become a Trafficking In Person (TIP) victim after secondary inspection.	3. Refer the client back to the referring Primary Inspector to have their passport and boarding stamped as proof that they are allowed to travel abroad.	None	2 Minutes	<i>Secondary Inspector</i> I-PROBES <i>BI Primary Inspector</i> I-PROBES
4. Client's departure will be deferred, if it is found that they have misrepresented their purpose of travel and/or insufficient travel documents to ascertain their reason/s for travel.	4. Provide a list of documents to the client has to secure and present upon their next travel attempt.	None	2 Minutes	<i>Secondary Inspectors</i> I-PROBES
5. Client's departure will be deferred if it was found that they are potential victims of TIP.	5. Prepare the necessary documents to endorse the client to the Inter-Agency Council Against Trafficking (IACAT) Task Force. IACAT Task Force shall then conduct further assessment, inquiry, and assistance for the potential victim.	None	2 Hours or as much as practicable	<i>Secondary Inspector</i> I-PROBES <i>Agent</i> Border Control Intelligence Unit (BCIU) <i>Task Force Agent</i> IACAT
6. Client's departure will be deferred if it was found that they are potential victims of IR or in violation of recruitment laws and regulations.	6. I-PROBES shall prepare the necessary documents to endorse the client to the Department of Migrant Workers (DMW). DMW shall then conduct further assessment, inquiry, and	None	2 Hours or as much as practicable	<i>Secondary Inspector</i> I-PROBES <i>Agent</i> Border Control Intelligence Unit (BCIU)

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	assistance for the potential victim.			DMW-Labor Assistance Center (DMW-LAC)
TOTAL (if client is allowed to depart)		None	22 Minutes or as much as practicable	
TOTAL (if the client whose departure was deferred is not to be endorsed to other partner government agencies)		None	22 Minutes or as much as practicable	
TOTAL (if the client whose departure was deferred is to be endorsed to other partner government agencies)		None	2 Hours and 20 Minutes or as much as practicable	



2. Receiving of Complaints/Endorsement of Complaints on Immigration Departure Formalities and/or Arrival Formalities

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple, Complex, Highly-Technical Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Private Individuals, Private & Juridical Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Complaint and supporting documents sent via email at ocom.iprobess@immigration.gov.ph	To be provided by the Client
2. Endorsement from BI Main Office/other government agency	BI Main Office/ Government Agency concerned
3. Letter Report	BI Main Office/ Government Agency concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send e-mail of complaint, Endorsement, and Letter-Report.	1. Receive the complaint, acknowledge receipt, log in the record book.	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.1 Endorse the complaint to the I-PROBES Legal.	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.2 Study the complaint and gathers documents.	None	3 Working Days for Basic Complaint 15 Working Days for Complicated Complaint	<i>Legal Personnel</i> I-PROBES

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive reply.	2. Send reply to the concerned client or Good Governance Unit (GGU).	None	5 Minutes	
TOTAL:		None	3 Working Days and 25 Minutes for Basic Complaint 15 Working Days and 25 Minutes for Complicated Complaint	



3. Receiving of Requests for Allow Travel

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Citizens with Deferred Travel, Government Offices, Private Entities, or Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request for Allow Travel and supporting documents	To be provided by the Applicant
2. Endorsement from government agencies with the complaint and supporting documents	Government Agency Concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send e-mail of request	1. Receive the emailed request, acknowledge receipt, and encode in the logbook	None	5 Minutes	<i>Admin Personnel</i> I-PROBES
	1.1 Endorse the Request to the I-PROBES Operations & Legal	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.2 Study the complaint and gathers documents.	None	3 Working Days	<i>Legal Personnel</i> I-PROBES
TOTAL:		None	3 Working Days & 15 Minutes	



4. Queries on the Status of Complaints on Immigration Departure Formalities

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Citizens, Government Agencies, Private Entities, or Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Endorsements from Government Agencies - Reference or Tracking Number	Government Agency Concerned
2. For Private Individuals or Entities - Acknowledgement Tracking Number	I-PROBES Central Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Through email or telephone: 1. Ask inquiries and/or questions. Give the passenger's information and travel particulars	1. Get the information from the complainant.	None	5 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.1. Check the database on the receipt of the complaint.	None	5 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.2. If received, answer queries. If not, advise the complainant to send an email with supporting documents. a. If resolved: provide the complainant a copy of the reply. b. If pending resolution: advise the complainant to follow-up after three (3) working days.	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
TOTAL:		None	20 Minutes	



5. Queries on Departure Formalities/Requirements

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Citizens, Government Agencies, Private Entities, or Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Details of the inquiry	To be provided by the Client
2. Electronic mail (E-mail)	To be provided by the Client
3. Requirements as indicated in Memorandum Circular No. 036 dated 15 June 2015 re: Inter-Agency Council Against Trafficking (IACAT) Revised Guidelines on Departure Formalities for International-Bound Passengers depending on the purpose of travel	https://immigration.gov.ph/wp-content/uploads/2023/11/18_2015Jun15_IACAT_RevisedGuidelines.pdf

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Through e-mail or telephone: 1. Ask inquiries and/or questions.	1. Get the information from the client.	None	5 Minutes	Admin Personnel I-PROBES Central
	1.1. If Immigration related, answer queries. <i>Note: If the queries are not Immigration related, endorse the applicant to the appropriate government agency</i>	None	10 Minutes (for simple queries) 15 Minutes (complex queries)	
TOTAL:		None	15 Minutes (for simple queries) 20 Minutes (complex queries)	



6. Request for Inclusion in the Records Maintenance Facility (RMF)

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Government Agencies, Foreign Counterparts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request and/or Endorsement	Concerned BI Offices, Government Agencies/Foreign Counterparts

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through official e-mail/ form of transmittal	1. Receive, acknowledge receipt, & record document/s.	None	5 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.1. Give records/documents to the I-PROBES Chief, for information and instruction.	None	5 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.2. If approved, encode the information in the RMF.	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.3. If denied, write formal information to the requesting agency or foreign counterpart.	None	20 Minutes	<i>Admin Personnel</i> I-PROBES Central
TOTAL:		None	40 Minutes	



7. Report of Trafficking/Illegal Recruitment/Similar Cases

Office or Division:	Office of the Commissioner - Immigration Protection and Border Enforcement Section (I-PROBES)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) G2C - for government services whose client is the transacting public
Who may avail:	Government Agencies, Foreign Counterparts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request/Endorsement	Government Agencies/Foreign Counterparts

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through official e-mail/ form of transmittal	1. Receive, acknowledge, & record document/s.	None	5 Minutes	<i>Admin Personnel</i> I-PROBES Central
	1.1. Give records/documents to the I-PROBES Chief for information and instruction. a. If approved, encode the information in the RMF.	None	10 Minutes	<i>Admin Personnel</i> I-PROBES Central
	b. If denied, write formal information to the requesting agency or foreign counterpart	None	20 Minutes	
TOTAL:		None	If approved 15 Minutes If denied 25 Minutes	



OFFICE OF THE COMMISSIONER

INTERNATIONAL PORTS OF ENTRY AND EXIT (IPEE)
External Services



1. Arrival Formalities for Philippine Passport/Travel Document Holders Passing Through Immigration Counters

All Philippine passport/travel document holders shall be required to undergo immigration arrival formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	International Ports of Entry and Exit (IPEE), Office of the Commissioner (OCom)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Arriving Philippine passport/travel document holders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/travel document (TD)	Department of Foreign Affairs (DFA) Philippine Embassy/Consulate Manila Economic and Cultural Office (MECO)
2. Proof of E-Travel Registration (Reference Number)	Available online: https://etravel.gov.ph/
Additional Requirements (If applicable)	
3. Certificate of Not the Same Person (NTSP) for those with same name found in the BI Derogatory Record Database	Certificate and Clearance Section (CCS), Bureau of Immigration (BI) Main Office, Intramuros, Manila
4. Seaman's Book for Seafarers	Maritime Industry Authority (MARINA)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/TD, immigration requirement(s), and/or other supporting document(s).	1. Receive and scan passport/ TD and assess immigration requirement(s) and/or supporting document(s).	None	5 Seconds	<i>Immigration Officer</i> IPEE
	1.1. Manual key traveler information, if applicable.	None	5 Seconds *20 Seconds for TD	<i>Immigration Officer</i> IPEE

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None	2. Ascertain identity of the traveler. Check the validity, integrity, and completeness/appropriateness of immigration requirement(s) including e-travel registration and/or supporting document(s) pursuant to existing laws, rules, and regulations.	None	15 Seconds	<i>Immigration Officer</i> IPEE
3. Respond to questions asked by the Immigration Officer.	3. Check the derogatory records and/or active alerts. Ask questions for evaluation purposes. Refer to DIS for further assessment, as the need arises.	None	25 Seconds	<i>Immigration Officer</i> IPEE
4. Follow instructions of the Immigration Officer for biometrics capturing [Remove cap, face mask, eye glasses/shades, religious face coverings consistent with accepted cultural norms or practices, or anything that will impede the photo capturing of the traveler except those items used for medical purposes] *Note: Religious head coverings are not required to be removed as long as it will not hamper the photo capturing of the traveler.	4. Biometrics capturing of the traveler	None	10 Seconds	<i>Immigration Officer</i> IPEE

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5. Await the release of the passport /TD and/or Seaman's Book for Seafarers, if applicable.	5. Admit the traveler and affix arrival stamp and flight /voyage number in the passport/TD and/or in the Seaman's Book visa page for Seafarers, if applicable as well as return the passport/TD and/or Seaman's Book.	None	5 Seconds	<i>Immigration Officer</i> IPEE
TOTAL:		None	65 Seconds for Travelers Without Need for Secondary Inspection *80 Seconds for Travelers Without Need for Secondary Inspection Utilizing TD	

2. Departure Formalities for Philippine Passport / Travel Document Holders Passing Through Immigration Counters

All departing Philippine passports or Travel Document Holders shall undergo Immigration departure formalities to ensure compliance with existing laws, rules, and regulations.

Office or Division:	International Ports of Entry and Exit (IPEE), Office of the Commissioner (OCom)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Departing Philippine passports or Travel Document Holder
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Valid passport/travel document (TD)	Department of Foreign Affairs (DFA) Philippine Embassy/Consulate Manila Economic and Cultural Office (MECO)
2. Proof of E-Travel Registration (Reference Number)	Available online: https://etravel.gov.ph/
3. Boarding Pass	Airline/Shipping Line
Additional Requirements (If applicable)	
4. Valid Visa required by the country of destination or Residence Cards, if applicable	Concerned visa issuing authority
5. Confirmed round trip ticket and accommodation for tourist	Airline/Travel Agency
6. Department of Social Welfare and Development (DSWD) Clearance for minors not traveling with a parent	Department of Social Welfare and Development (DSWD)
7. Pre-departure Orientation Seminar (PDOS) and Commission on Filipino Overseas (CFO) certificate ¹	CFO
8. PDOS Certificate Valid work visa Contract for first time Overseas Filipino Worker (OFW)	Department of Migrant Workers (DMW) Visa Issuing Authority Employer
9. Valid Overseas Employment Certificate (OEC), valid OFW Pass ² , Special Travel Exit Clearance, if applicable	Department of Migrant Workers (DMW)

¹ Memorandum No. 2023-216 CFO Advisory re: Issuance of CFO Guidance and Counseling Program

² Memorandum No. 2023-220 dated 07 September 2023 re: OFW Pass and OEC Validity in the BCIS

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10. Travel Authority (TA) for government employees	Employer Government Institution
11. Seafarer's Identity Document (SID) and Seafarer's Record Book	Maritime Industry Authority (MARINA)
12. Certificate of Not the Same Person (NTSP) for those with the same name found in the BI Derogatory Record Database	Certificate and Clearance Section (CCS), Bureau of Immigration (BI) Main Office, Intramuros, Manila
13. Allow Departure Order (ADO) for passengers with active Hold Departure Orders (HDO), Lifting Order for Watch/Alert List Orders (WLO)	Office of the Deputy Commissioner, BI Main Office, Intramuros, Manila

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport/travel document, immigration requirement(s) and/or other supporting document(s)	1. Receive and scan passport/travel document and assess immigration requirement(s) and/or supporting document(s)	None	5 Seconds	<i>Immigration Officer</i> IPEE
	1.1. Manual key traveler information, if applicable.	None	5 Seconds *15 Seconds for TD	<i>Immigration Officer</i> IPEE
None	2. Ascertain identity of the traveler. Check the validity, integrity, and completeness /appropriateness of immigration requirements including e-travel registration and/or supporting document(s) pursuant to existing laws, rules and regulations.	None	15 Seconds	<i>Immigration Officer</i> IPEE
3. Respond to questions asked by the Immigration Officer	3. Check the derogatory records and/or active alerts. Ask questions for evaluation purposes. Refer to DIS for further assessment as the need arises.	None	25 Seconds	<i>Immigration Officer</i> IPEE

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Follow instructions of the Immigration Officer for biometrics capturing.</p> <p>[Remove cap, face mask, eye glasses/shades, religious face coverings consistent with accepted cultural norms or practices, or anything that will impede the photo capturing of the traveler except those items used for medical purposes]</p> <p>*Note: Religious head coverings are not required to be removed as long as it will not hamper the photo capturing of the traveler.</p>	4. Biometrics capturing of the traveler.	None	10 Seconds	<i>Immigration Officer</i> IPEE
5. Answer questions of the Immigration Officer during interview	5. Establish purpose of travel. Refer to Immigration-Protection and Border Enforcement Section (I-PROBES) ³ for further assessment as the need arises.	None	15 Seconds	<i>Immigration Officer</i> IPEE
6. Await the release of the passport / travel document	6. Allow the departure of the traveler and affix departure stamp and flight/voyage	None	5 Seconds	<i>Immigration Officer</i> IPEE

³ Immigration Administrative Order No. 2023-014 dated 21 July 2023 re: *Strengthening Secondary Inspection and Reorganizing the Travel Control and Enforcement Unit (TCEU) into Immigration Protection and Border Enforcement Section (I-PROBES) by Providing for its Duties and Functions and Organizational Structure in relation to Department of Justice (DOJ) Memorandum Circular No. 36 dated 15 June 2015*

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and/or Seaman's Book for Seafarers	number in the passport / travel document and/or Seaman's Book visa page as well as return the passport/ travel document and/or Seaman's Book.			
TOTAL:		None	80 Seconds for Travelers Without Need for Secondary Inspection *90 Seconds for Travelers Without Need for Secondary Inspection Utilizing TD	

3. Arrival Formalities for Foreign Passport/Travel Document Holders Passing Through Immigration Counters

Foreign nationals seeking admission in the Philippines shall undergo immigration arrival inspection consistent with immigration laws, rules and regulations.

Office or Division:	International Ports of Entry and Exit (IPEE), Office of the Commissioner (OCom)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Arriving Foreign Nationals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport ⁴ / travel document	Concerned issuing authority
2. Proof of E-Travel Registration (Reference Number)	Available online: https://etravel.gov.ph/
Additional Requirements (if applicable)	
3. Valid visa ⁵ (Immigrant/Non-Immigrant /Special Non-Immigrant)/ Permit	Concerned issuing authority
4. Grace Period Certification	Office of the Commissioner, Bureau of Immigration (BI) Main Office, Intramuros, Manila
5. Return / Onward ticket for Tourist	Airline/Shipping line
6. Proof of accommodation/hotel booking	Hotel/Accommodation Facility
7. Valid ACR I-Card or ACR I-Card waiver (Non-immigrants/ Immigrants)	Alien Registration Division (ARD), Bureau of Immigration (BI) Main Office Intramuros, Manila
8. Re-entry Permit (RP) for Immigrants and valid Special Return Certificate (SRC) for non-immigrants	ARD-BI Main Office, Subport Offices, or IPEE https://e-services.immigration.gov.ph
9. Special Retirees Resident Visa (SRRV) Identification Card (ID)	Philippine Retirement Authority (PRA)
10. Special Investor's Resident Visa (SIRV) ID	Board of Investment (BOI)

⁴ Department of Foreign Affairs (DFA) Foreign Service Circular No. 157-2016 dated 02 September 2016 re: Revised Applicable Philippine Visa Waiver Agreements, Policies and Regulations for Foreign Nationals

⁵ Memorandum No. 2023-218 dated 01 September 2023 re: *Implementation of DFA E-Visa System*

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11. Asia Pacific Economic Conference (APEC) Business Travel Card (ABTC)	APEC
<p>12. Military Personnel⁶</p> <p>a. Personal identity card indicating the full name, date of birth, rank or grade and service number, branch of service, and photograph</p> <p>b. Travel Authority</p> <p>Civilian Personnel</p> <p>a. Valid Passport</p> <p>b. Travel Authority</p> <p>Foreign Visiting Forces personnel staying beyond the validity of the Travel Authority with extended stay of thirty (30) days</p> <p>a. Travel Authority</p> <p>b. Valid Passport</p> <p>c. Personal Identity Card</p> <p>Foreign Visiting Forces personnel staying beyond the validity of the Travel Authority and beyond 30 days</p> <p>a. Travel Authority</p> <p>b. Valid Passport</p> <p>c. Personal Identity Card</p> <p>d. Visa Extension</p>	United States of America (USA) and Australian Governments
13. Waiver of Exclusion Ground (WEG) for foreign minors (14 years old and below not traveling with a parent)	Office of the Commissioner, IPEE https://e-services.immigration.gov.ph
14. Identity Certificate (IC)	DOJ and BI

⁶ Memorandum No. 2023-193 dated 18 August 2023 re: *Immigration Formalities* Procedure for Foreign and Filipino SOFA Personnel dated 18 August 2023 with reference to Agreement between the Government of the Philippines and the Government of Australia concerning the Status of Visiting Forces of Each State in the Territory of the Other State

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Certificate of Re-acquisition/Retention of Philippine Citizenship (CRPC)	BI and DFA
15. Certificate of Not the Same Person (NTSP) for those with same name found in the BI Derogatory Record Database	BI Certificate and Clearance Section (BI-CCS)
16. Lifting of Blacklist Order	OCom / Board of Commissioners (BOC)
17. Guarantee Letter (for Seaman who are joining vessel in the Philippines)	Shipping Company

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport / travel document, immigration requirement(s), and/or other supporting document(s)	1. Receive and scan passport/travel documents from the traveler and assess immigration requirement(s), and/or other supporting document(s)	None	5 Seconds	<i>Immigration Officer</i> IPEE
	1.1. Manual key traveler information, if applicable.	None	5 Seconds *20 Seconds for TD	<i>Immigration Officer</i> IPEE
None	2. Ascertain identity of the traveler. Check the validity, integrity, and completeness/ appropriateness of immigration requirement(s) including e-travel registration, and/or supporting documents pursuant to existing laws, rules and regulation.	Payment for RP/SRC Extension for those who stayed more than one year outside the Philippines - PHP 2,520.00/year WEG - PHP 3,120.00	15 Seconds	<i>Immigration Officer</i> IPEE
3. Respond to questions asked by the Immigration Officer	3. Check the derogatory records and/or active alerts.	None	25 Seconds	<i>Immigration Officer</i> IPEE

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1. Ask questions for evaluation purposes. 3.2. Refer to DIS for further assessment as the need arises.			
4. Follow instructions of the Immigration Officer for biometrics capturing [Remove cap, face mask, eye glasses/shades, religious face coverings consistent with accepted cultural norms or practices, or anything that will impede the photo capturing of the traveler except those items used for medical purposes] *Note: Religious head coverings are not required to be removed as long as it will not hamper the photo capturing of the traveler.	4. Capture biometrics of the traveler for facial matching	None	10 Seconds	Immigration Officer IPEE
5. Answer questions of the Immigration Officer during interview.	5. Establish purpose of travel. 5.1.Refer to DIS or I-PROBES ⁷ for further assessment as the need arises.	None	10 Seconds	Immigration Officer IPEE

⁷ Immigration Operations Order No, 2024-001 entitled *Providing Additional Duties and Responsibilities to the Immigration Protection and Border Enforcement Section (I-PROBES)* dated 26 February 2024.

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Await the release of the passport/ travel document.	6. Admit traveler and return the travel documents as evidenced by the arrival BI Border Stamp (BIBS) and appropriate admission/ immigration status/validity of stay, and flight /voyage number.	None	5 Seconds	<i>Immigration Officer</i> IPEE
TOTAL:		Payment for RP/SRC Extension, for those who stayed more than one year outside the Philippines - PHP 2,520.00 / year WEG - PHP 3,120.00	65 Seconds for Travelers Without Need for Secondary Inspection *80 Seconds for Travelers Without Need for Secondary Inspection Utilizing TD	



4. Departure Formalities for Foreign Passport/Travel Document Holders Passing Through Immigration Counters

All departing foreign nationals shall undergo immigration departure formalities to ensure compliance with existing immigration laws, rules, and regulations.

Office or Division:	International Ports of Entry and Exit (IPEE), Office of the Commissioner (OCom)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Departing Foreign passports or Travel Document Holders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid passport/travel document	Concerned issuing authority
2. Boarding pass	Airline/Shipping Line
Additional Requirements (if applicable)	
3. Valid visa and/or visa implementation sticker; Valid visa and/or Permit	Concerned issuing authority
4. ACR I-Card or authorized agency-issued ID	Alien Registration Division (ARD), Bureau of Immigration (BI) Main Office, Intramuros, Manila/Board of Investment (BOI)/Philippine Retirement Authority (PRA)
5. Certificate of Not The Same Person (NTSP)	Certificate and Clearance Section (CSS), BI Main Office, Intramuros, Manila
6. Allow Departure Order (ADO), Lifting Order (LO)	Officer of the Commissioner/Deputy Commissioner, BI Main Office
7. Emigration Clearance Certificate (ECC)-A or B	ARD or Alien Control Officers (ACOs) of Support Offices, BI https://e-services.immigration.gov.ph
8. Payment of Re-Entry Permit (RP) or Special Return Certificate (SRC)	ARD, Support Offices, Cashiers at IPEE https://e-services.immigration.gov.ph
9. ACR I-Card Waiver and Approved Grace Period	Office of the Deputy Commissioner, BI Main Office, Intramuros, Manila
10. Identity Certificate (IC)	DOJ and BI
Certificate of Re-acquisition/Retention of Philippine Citizenship	BI and DFA

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(CRPC)	
11. Certificate of Exemption (CE) Waiver Receipt - <i>for Seaman (for Repatriation)</i>	Bay Service Section (BSS), Cashier at Main Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present passport / travel document, immigration requirement(s) and/or other supporting document(s)	1. Receive and scan passport/travel document from the traveler and assess immigration requirement(s) and/or other supporting document(s)	None	5 Seconds	<i>Immigration Officer</i> IPEE
	1.1. Manual key traveler information, if applicable.	None	5 Seconds *20 Seconds for TD	<i>Immigration Officer</i> IPEE
None	2. Ascertain identity of the traveler; Check the validity, integrity, and completeness /appropriateness of immigration requirement(s) and other supporting document(s), pursuant to existing laws, rules and regulations	Payment for RP/SRC PHP 2,880.00 (1 year) PHP 2,170.00 (6 months) PHP 1,920.00 (Student) Payment for those who stayed for more than six (6) months but less than one (1) year and failed to secure ECC-A (paper-based): PHP 1,210.00 Visa Waiver Free for those admissible under E.O. 408 filed after the expiration of initial authorized stay PHP 4, 040.00	15 Seconds	<i>Immigration Officer</i> IPEE

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Visa Extension for those who stayed for more than 59 days but less than 6 months (Fees depend on the number of months of overstay, refer to the table of fees below.) <i>Note: For more than 6 months of overstaying, payment shall be made at the BI Main or Support Office</i>		
3. Respond to questions asked by the Immigration Officer	3. Check the derogatory records and/or active alerts 3.1. Ask questions for evaluation purposes. 3.2. Refer to DIS for further assessment as the need arises.	None	25 Seconds	<i>Immigration Officer</i> IPEE
4. Follow instructions of the Immigration Officer for biometrics capturing [Remove cap, face mask, eye glasses/shades, religious face coverings consistent with accepted cultural norms or practices, or anything that will impede the photo capturing of the traveler except those items used for medical purposes]	4. Capture biometrics of the traveler for facial matching.	None	10 Seconds	<i>Immigration Officer</i> IPEE

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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*Note: Religious head coverings are not required to be removed as long as it will not hamper the photo capturing of the traveler.				
5. Await the release of the passport/ travel document.	5. Allow the departure and return the travel documents of the traveler as evidenced by the departure stamp and flight/voyage number.	None	5 Seconds	<i>Immigration Officer</i> IPEE
	TOTAL:	None	65 Seconds for Travelers Without Need for Secondary Inspection *80 Seconds for Travelers Without Need for Secondary Inspection Utilizing TD	



TOURIST VISA EXTENSION ASSESSMENT FEES (FOR VISA REQUIRED NATIONALS)
UPDATING NOT EXCEEDING 6 MONTHS

CATEGORY A

MISCELLANEOUS (For adults 16 years old and above)	
ALIEN CERTIFICATE OF REGISTRATION (ACR)	PHP 1,000.00
BI CERTIFICATE	PHP 500.00
HEAD TAX	PHP 250.00
EMIGRATION CLEARANCE CERTIFICATE	PHP 700.00
ACR IDENTIFICATION CARD	USD 50 *Note: PAYMENT SHALL BE MADE IN PHILIPPINE PESO depending on daily dollar conversion
LEGAL RESEARCH FEE	PHP 60.00
MONTHLY EXTENSION FEE	PHP 500.00/month
MONTHLY EXTENSION APPLICATION FEE	PHP 300.00
MONTHLY EXTENSION FINE	PHP 500.00/month
MOTION FOR RECONSIDERRATION	PHP 500.00
EXPRESS	
EXPRESS FEE	PHP 500.00/Month
EXPRESS FEE FOR ACR I-CARD	PHP 500.00
EXPRESS FOR BI CERTIFICATE	PHP 500.00

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EXPRESS	
EXPRESS FEE	PHP 500.00/month
EXPRESS FEE FOR ACR I-CARD	PHP 500.00
EXPRESS FOR BI CERTIFICATE	PHP 500.00

CATEGORY B

MISCELLANEOUS (For 14-15 years old)	
ACR	PHP 1,000.00
BI CERTIFICATE	PHP 500.00
HEAD TAX	PHP 250.00
ECC	PHP 700.00
ACR I-CARD	USD 50 *Note: PAYMENT SHALL BE MADE IN PHILIPPINE PESO depending on daily dollar conversion
LEGAL RESEARCH FEE	PHP 60.00
MONTHLY EXTENSION FEE	PHP 500.00/month
MONTHLY EXTENSION APPLICATION FEE	PHP 300.00
MONTHLY EXTENSION FINE	PHP 500.00/month
MOTION FOR RECONSIDERRATION	PHP 500.00

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CATEGORY C

MISCELLANEOUS	
(For minors 13 years old and below)	
ACR (Minor)	PHP 500.00
BI CERTIFICATE	PHP 500.00
CERTIFICATE OF EXEMPTION	PHP 200.00
ACR I-CARD	USD 50 *Note: PAYMENT SHALL BE MADE IN PHILIPPINE PESO depending on daily dollar conversion
LEGAL RESEARCH FEE	PHP 60.00
MONTHLY EXTENSION FEE	PHP 500.00/month
MONTHLY EXTENSION APPLICATION FEE	PHP 300.00
MONTHLY EXTENSION FINE	PHP 500.00/month
MOTION FOR RECONSIDERATION	PHP 500.00
EXPRESS	
EXPRESS FEE	PHP 500.00/month
EXPRESS FEE FOR ACR I-CARD	PHP 500.00
EXPRESS FOR BI CERTIFICATE	PHP 500.00



5. Arrival Formalities for Philippine Passport Holders Utilizing Electronic Gates

Office or Division:	Office of the Commissioner - International Ports of Entry and Exit (IPEE) [Ninoy Aquino International Airport (NAIA) Terminals I and III, Clark International Airport (CIA), Davao International Airport (DIA), and Mactan-Cebu International Airport (MCIA)]
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Philippine Passport Holders with at least four (4) feet in height
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Valid passport	Department of Foreign Affairs (DFA) Manila Economic and Cultural Office (MECO) in Republic of China
2. Boarding Pass	Airline/Carrier
3. Proof of E-Travel Registration (Reference Number)	Available online: https://etravel.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scan boarding pass	1. Capture the flight information of the passenger.	None	5 Seconds	System Automated
2. Scan passport biographical-page.	2. Capture the biographical page of the passport, verify and capture the RFID, as well as check e-travel record.	None	5 Seconds	System Automated
None	3. Conduct verification in the databases of BI and other connected agency.	None	5 Seconds	System Automated
None	4. Open the first gate, if there is no hit in the databases.	None	1 Second	System Automated

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Passenger enters the biometrics booth for face and fingerprint capturing. [Remove cap, face mask, eye glasses/shades, religious face coverings consistent with accepted cultural norms or practices, or anything that will impede the photo capturing of the traveler except those items used for medical purposes] *Note: Religious head coverings are not required to be removed as long as it will not hamper the photo capturing of the traveler.	5. Process and store biometrics data leading to the automatic opening of the second gate.	None	10 Seconds	System Automated
6. Passenger exits the biometrics booth.	6. Receive arrival confirmation through the e-mail address provided in the eTravel System (https://etravel.gov.ph)	None	2 Seconds	System Automated
6.1. Receive the passport with the Bureau of Immigration Arrival Border Stamp, if requested.	6.1 Affix Bureau of Immigration Arrival Border Stamp, if requested.	None	5 Seconds	<i>Immigration Officer</i> IPEE

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive the seaman's book with the Immigration Arrival Border Stamp for seafarers with old seaman's book.				
	TOTAL:	None	28 Seconds for Travelers Without Need for Secondary Inspection 33 Seconds for Travelers Without Need for Secondary Inspection who Requested Immigration Arrival Border Stamp in their Passport or Seaman's Book	



OFFICE OF THE COMMISSIONER
PUBLIC INFORMATION AND ASSISTANCE UNIT (PIAU)
External Services



1. Provision of Assistance and Information to Walk-in Clientele

Office or Division:	Public Information and Assistance Unit (PIAU)
Classification:	Simple Transaction
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Transacting Client
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
7. Queuing Number	PIAU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain queuing number.	1. Provide queuing number.	None	2 Minutes	Staff PIAU
2. Ask assistance/information.	2. Answer the query of the client.	None	5 Minutes	Staff PIAU
None	3. Account in the Daily Tally Sheet the assisted client.	None	1 Minute	Staff PIAU
TOTAL		NONE	8 Minutes	



Data Collection and Analysis Unit (DCAU)

External Services



1. Request of data from external government agencies through instruction/ request transmitted via Universal Routing Slip (URS) or electronic mail (e-mail)

Office or Division:	Data Collection and Analysis Unit (DCAU) Planning and Policy Division (PPD)
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Complex
Who may avail:	External Government Agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request letter from external agencies addressed to the Commissioner	Office of the Commissioner (OCom)
2. Approved request from the Commissioner or directive as indicated in the URS	PPD-DCAU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the instruction/request via URS or e-mail.	1. Receive the request and encode to the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transmit the request to DCAU	None	30 Minutes	DCAU
	1.2. Receive the request.	None	1 Minute	DCAU
	2. Evaluate the request and prepare corresponding Completed Staff Work (CSW) including request for data from concerned BI Office(s).	None	6 Hours	DCAU
	2.1. Transmit the request for data to concerned BI Office(s).	None	30 Minutes	PPD-DCAU and/or Administrative Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Receive the requested data from the BI Office(s) for the preparation of report to concerned Government Agency(ies).	None	30 Minutes	PPD-DCAU and/or Administrative Unit
	3. Prepare the CSW including Note with Recommendation (NWR) and draft action document(s) for approval of the Commissioner.	None	2 Hours	PPD-DCAU
	4. Submit to OCom, for review, approval and/or for further instruction(s).	None	3 Working Days	PPD-DCAU and/or Administrative Unit
	4.1. Return for modification	None	30 Minutes	OCom
	4.2. Revise CSW based on the instruction(s) from OCom.	None	2 Working Days	PPD-DCAU
	4.3. Resubmit to OCom for review and/or approval	None	1 Working Day	PPD-DCAU
	5. Transmit to concerned government agency(ies) thru the Records Section and via e-mail.	None	30 Minutes	PPD-DCAU and/or Administrative Unit
	Total	None	3 Working Days, 10 Hours and 6 Minutes (Without issues) 6 Working Days, 10 Hours and 36 Minutes (With issues)	



2. Preparation of Bureau of Immigration (BI) Annual Accomplishment Report

Office or Division:	Data Collection and Analysis Unit (DCAU) Planning and Policy Division (PPD)	
Classification:	G2G - for government services whose client is a government employee or another government agency	
Type of Transaction:	Highly Technical	
Who may avail:	Internal Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Monthly submission of requisite data from BI Main Office and International Ports of Entry and Exit (IPEE)		BI Concerned Offices International Ports of Entry and Exit (IPEE)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive request letter	1. Transmit request letter addressed to concerned BI Offices to validate received data.	None	30 Minutes	PPD-DCAU and/or Administrative Unit
	2. Consolidate all compliances	None	5 Working Days	DCAU
	3. Brainstorm regarding the data with the PPD Acting Chief; Deputy Chief for Planning, Quality Management and Administration; and Planning, Monitoring and Evaluation Section (PMES) Chief, for review and/or finalization	None	3 Working Days	PPD-DCAU; PPD-Acting Chief; Deputy Chief for Planning, Quality Management and Administration; PMES Chief
	4. Layout the accomplishment report	None	6 Working Days	DCAU
	5. Submit to the Office of the Commissioner (OCom) for review and approval	None	3 Working Days	DCAU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1. Modify the report based on the instructions of the Commissioner	None	1 Working Day	DCAU
	5.2. Submit to the Office of the Commissioner (OCom) for review and approval	None	1 Working Day	DCAU
	6. Transmit approved Accomplishment Report to the BI National Operations Center (BINOC) and Department of Justice (DOJ)	None	30 Minutes	DCAU
	Total	None	17 Working Days and 1 Hour (Without Issues) 19 Working Days, 1 Hour and 42 Minutes (With Issues)	



CLEARANCE CERTIFICATE SECTION

External Services



1. BI Clearance Certificate

This document certifies that the subject does not have a derogatory record or a namesake with a derogatory record in the Bureau's Database.

Office or Division:	Certification and Clearance Section (CCS)			
Classification:	Simple Transaction			
Type of Transaction:	G2C - for government services whose client is the transacting public			
Who may avail:	Filipino and Foreign Nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form for BI Clearance Certificate, (BI form 2014-13-002 Rev 0)		Window 23		
2. Photocopy of biographical page of applicant's passport (1 photocopy)		Government agency concerned. [e.g. Department of Foreign Affairs (DFA)]/Applicant		
3. Original Special Power of Attorney (SPA), if claimant is other than the applicant or if the subject is currently staying outside the Philippines, the SPA should be duly authenticated by the appropriate Philippine Foreign Service Post or should be apostilled, and photocopy of valid government issued ID of the representative		To be provided by the applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form and other documentary requirements.	1. Receive the application form, checks the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Administrative Staff</i> CCS
	1.1 Issue the claim stub for verification and advise client to wait for the result.	None	3 Minutes	<i>Administrative Staff</i> CCS



	<p>1.2 Verify the derogatory record from the Bureau of Immigration Information System (BIIS) [i.e. Hold Departure Order (HDO), Watchlist Order (WLO), Blacklist Order (BLO), Lookout Bulletin Order (LBO) or Alert List Order (ALO)]</p> <p><i>Note: For clients with “No derogatory record”, CCS staff stamps the application form, issues Order of Payment Slip (OPS) and advises Client to proceed to the Cashier for payment.</i></p> <p><i>For clients with “Derogatory Record”, CCS informs the applicant and advises:</i></p> <p><i>a. To apply for the issuance of Certificate of Not the Same Person (NTSP);</i></p> <p><i>b. For lifting of the derogatory record (if applicable) once the verification a yielded positive result that applicant is “one and the same person” *Client shall proceed to Window 21*</i></p>	None	1 Hour	<p><i>Administrative Staff</i> <i>CCS</i></p>
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2. Present the Order of Payment Slip (OPS) to the cashier for payment.	2. Issue the Official Receipt (OR).	PHP 1,010.00	10 Minutes	<i>Cashier</i> CASH SECTION
	2.1 Issue claim stub for the release of his/her certification.	None	3 Working Days	<i>Administrative Staff</i> CCS
3. Present the claim stub on the scheduled release of the Certificate	3. Release the clearance certificate.	None	5 Minutes	<i>Administrative Staff</i> CCS
TOTAL:		PHP 1,010.00	3 Days, 1 Hour, and 23 Minutes	

2. Certificate of Not The Same Person (NTSP)

This certificate is issued to individuals with namesakes in the Bureau's Derogatory Database. It certifies that the applicant is not the same person in the Derogatory Database.

Office or Division:	Certification and Clearance Section (CCS)	
Classification:	Simple Transaction	
Type of Transaction:	G2C - for government services whose client is the transacting public	
Who may avail:	Filipino and Foreign Nationals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form for Certificate of Not The Same Person, (BI form 2014-13-004 Rev 0)		Application form can be secured at Window 23 or can be downloaded at Bureau of Immigration's official website: www.immigration.gov.ph .
2. Biographical page of applicant's passport, latest arrival and departure stamps (1 Photocopy)		To be provided by the applicant
3. Affidavit of Denial executed and signed by the applicant		To be provided by the applicant
4. National Bureau of Investigation (NBI) Clearance, if the case was filed outside of Metro Manila		NBI
5. Sealed and Signed Court Clearance if the case was filed in Metro		Court

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<p>Manila or in the applicant’s home province. If the Court Clearance is based solely on the Affidavit of Denial submitted by the applicant or the court cannot determine with certainty that the applicant and the accused are two separate and distinct individuals, an NBI Clearance shall also be submitted.</p>				
<p>6. Clearance from the government agency that requested for the inclusion of the subject’s name in the BI Derogatory database. If the government agency cannot determine with certainty that the applicant and the subject of the derogatory list are two separate and distinct individuals, an NBI Clearance shall also be submitted if necessary; *Applicants with previously issued Certificate of Not The Same Person (NTSP) can submit their old copy in lieu of the requirements as long as the same is readable, does not appear tampered, and that there are no additional entries in the derogatory database from the time it was issued. Original Special Power of Attorney (SPA), if claimant is other than the applicant or if the subject is currently staying outside the Philippines, the SPA should be duly authenticated by the appropriate Philippine Foreign Service Post or should be apostilled, and photocopy of valid government issued ID of the representative</p>		<p>Government agency concerned</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the duly accomplished form and other documentary requirements.</p>	<p>1. Receive the application form, check the correctness and completeness of all the documents submitted.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Administrative Staff</i> CCS</p>
	<p>1.1 Issue the claim stub for verification and advise client to wait for the result.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Administrative Staff</i> CCS</p>

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	1.2 Verify the derogatory record from the Bureau of Immigration Information System (BIIS) [i.e. Hold Departure Order (HDO), Watchlist Order (WLO), Blacklist Order (BLO), Lookout Bulletin Order (LBO) or Alert List Order (ALO)]	None	1 Hour	Administrative Staff CCS
	1.3 Print the derogatory record, evaluate the submitted documents, and inform the client if any additional requirements are needed to prove that client is not the subject of the derogatory record.	None	10 Minutes	Administrative Staff CCS
2. Submit the additional requirements needed as instructed by CCS Staff.	2. Issue the Order of Payment Slip (OPS) and advise client to proceed to the Cashier for payment.	None	10 Minutes	Administrative Staff CCS
3. Present the OPS to the cashier for payment.	3. Issue the Official Receipt (OR).	PHP 510.00	10 Minutes	Cashier CASH SECTION
	3.1 Issue claim stub for the release of his/her certification	None	3 Minutes	Administrative Staff CCS
	3.2 Prepare the NTSP certificate, affix the dry seal on the original certification and official receipt. <i>Note: Retain duplicate copy for the file</i>	None	3 Working Days	Administrative Staff CCS
4. Present the claim stub on the scheduled release of the Certificate	4. Release the clearance certificate	None	5 Minutes	Administrative Staff CCS
TOTAL:		PHP 510.00	3 Working Days, 1 Hour, and 46 Minutes	



3. Certificate of Pending Application

This document certifies that the subject has a pending application with the Bureau of Immigration.

Office or Division:	Certification and Clearance Section (CCS)			
Classification:	Simple Transaction			
Type of Transaction:	G2C - for government services whose client is the transacting public			
Who may avail:	Filipino and Foreign Nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form for Request for Certification of Pending Application (BI Form NO. CCS-ACPA 2016) duly signed by the handling/hearing officer		Window 23		
2. Proof of submitted application		To be provided by the applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form and other documentary requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Administrative Staff</i> CCS
	1.1 Issue Order of Payment Slip (OPS) and advise client to proceed to the Cashier for payment.	None	10 Minutes	<i>Administrative Staff</i> CCS
2. Present the OPS to the cashier for payment.	2. Issue the Official Receipt (OR).	PHP 1,010.00	10 Minutes	<i>Cashier</i> CASH SECTION
3. Present the OR.	3. Issue claim stub for the release of his/her certification.	None	3 Minutes	<i>Administrative Staff</i> CCS
	3.1 Prepare the Certificate of Pending Application, affix the dry seal on the original certification and official receipt	None	3 Working Days	<i>Administrative Staff</i> CCS

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4. Present the claim stub on the scheduled release of the Certificate	4. Release the Certificate of Pending Application.	None	5 Minutes	<i>Administrative Staff</i> CCS
TOTAL:		PHP 1,010.00	3 Working Days and 33 Minutes	



4. Certified True Copy of Derogatory Records

Copies of derogatory records are retrieved from the Bureau of Immigration's Database and are certified as true copies.

Office or Division:	Certification and Clearance Section (CCS)			
Classification:	Simple Transaction			
Type of Transaction:	G2C - for government services whose client is the transacting public			
Who may avail:	Filipino and Foreign Nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to the Commissioner (1 copy)		To be provided by the applicant		
2. Duly accomplished application form for Request for Certified True Copy of Derogatory Record (BI Form No-CCS-ACDR-2016)		Window 23		
3. 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 (1 photocopy)		To be provided by the applicant		
4. Issued ID of attorney-in-fact, if the applications filled by an authorized representative (1 photocopy)		To be provided by the applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form and other documentary requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Administrative Staff</i> CCS
	1.1 Retrieve the derogatory files requested by the client. Once located, issue note for the issuance of an Order of Payment Slip (OPS)	None	30 Minutes	<i>Administrative Staff</i> CCS
	1.2 Issue the OPS and advise client to proceed to the Cashier for payment.	None	10 Minutes	<i>Administrative Staff</i> CCS

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2. Present the OPS to the Cashier for payment	2. Issue the Official Receipt (OR).	PHP 1,010.00 per Derogatory Inclusion Order	10 Minutes	<i>Cashier</i> CASH SECTION
3. Presents the OR	3. Issue the claim stub for the release of the CTC of the Derogatory Records.	None	3 Minutes	<i>Administrative Staff</i> CCS
	3.1 Prepare the CTC of the Derogatory Records requested, affix the dry seal on the original certification and official receipt.	None	3 Working Days	<i>Administrative Staff</i> CCS
4. Present the claim stub on the scheduled release of the Certificate	4. Release the Certificate of Pending Application.	None	5 Minutes	<i>Administrative Staff</i> CCS
TOTAL:		PHP 1,010.00	3 Working Days, 1 Hour and 3 Minutes	



5. Gratis Travel Records

This certificate is issued to various government agencies and embassies on the foreign travel of a particular individual based on the Bureau of Immigration Travel Database.

Office or Division:	Certification and Clearance Section (CCS)			
Classification:	Simple Transaction/ Complex Transaction/ Highly Technical Transaction			
	Note: Depends on the urgency, volume, and complexity of the requests (E.g., number of subjects, nature of the subject's records/case, profile of the subjects under investigation)			
Type of Transaction:	Government To Citizen (G2C) G2C - for government services whose client is the transacting public			
Who may avail:	Filipino and Foreign Nationals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official letter request from the government agency/embassy concerned indicating subject's name, date of birth, passport number and purpose, one (1 photocopy)		Government agency/embassy concerned		
2. Subpoena duces tecum/ ad testificandum or Court Order (1 photocopy)		Government agency/embassy concerned		
3. Photocopy of duly authorized representative's Identification Card from the Government agency/embassy concerned (1 photocopy)		Government agency/embassy concerned		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the official letter request from the government agency/embassy concerned.	1. Receive the letter request and advise the client to follow-up after a week.	None	5 Minutes	<i>Administrative Staff</i> CENTRAL RECEIVING UNIT (CRU)
	1.1 Transmit the letter request to CCS (Window 23)	None	1 Day	<i>Administrative Staff</i> CRU Window 21

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	1.2 Verify the travel records in the Bureau of Immigration Information System (BIIS).	None	7 Working Days	<i>Administrative Staff</i> CCS
	1.3 Prepare the Travel Records requested, affix the dry seal on the original certification, if data of the subject is complete *If incomplete, CCS writes letter to government agency/court concerned for either complete name/birthday.			
2. (For pick-up) Present the receiving copy of their request and photocopy of their agency/embassy ID.	2. Release the travel records:	None	1 Day	<i>Administrative Staff</i> CCS
	a. Travel records for mailing- CCS Staff forwards the documents to the Records Section;		1 Day	
	b. Travel Records for e-mail - CCS Staff forwards the documents to BINOC;		Depending on the hearing date	<i>Representative</i>
	c. Travel Records for Courts - CCS Court Representative hand carries the travel records during the scheduled hearing.			
TOTAL:		None	15 Working Days	



6. Travel Records Certificate

This document lists an individual's foreign travel based on the Bureau of Immigration's Travel Database.

Office or Division:	Certification and Clearance Section (CCS)
Classification:	Complex Transaction - Express Highly Technical Transaction - Regular
Type of Transaction:	G2C - for government services whose client is the transacting public
Who may avail:	Filipino and Foreign Nationals
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (BI form 2014-13-006 Rev 0) (1 copy);	Application form can be secured at Window 23 or it can be downloaded at Bureau of Immigration's official website: www.immigration.gov.ph
2. Passport bio page (1 Photocopy)	To be provided by the Applicant
3. For court purposes: <ul style="list-style-type: none"> a. Letter request addressed to the Commissioner and apostilled Special Power of Attorney (SPA), (if the subject is currently staying outside the Philippines); b. Court order directing the Bureau of Immigration to issue said travel records; and c. Valid government- issued ID of the applicant (i.e. Passport, SSS/GSIS ID/PRC ID, Driver's License, TIN, or Voter's ID). (1 Photocopy) 	Government agency concerned. [E.g. National Bureau of Investigation (NBI), Department of Foreign Affairs (DFA), Judicial Entities/ proper Court of Jurisdiction]
4. For Philippine Overseas Employment Agency (POEA) purpose, letter request addressed to the Commissioner from the	To be provided by the applicant



POEA requesting for the said travel records.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form and other documentary requirements.	1. Receive the application form, check the correctness and completeness of all the documents submitted.	None	5 Minutes	<i>Administrative Staff</i> CCS
	1.1 Verify the travel records:	None	1 Hour	<i>Administrative Staff</i> CCS
	a. In the Bureau of Immigration Information System (BIIS), for year 1993 to the present;		3 Hours	
	b. In the Records Section, for year 1992 and earlier (IBM Computer Listing & Passenger Manifest File)			
	1.2 Present upon verification, the draft of travel records to client for checking and confirmation.	None	5 Minutes	<i>Administrative Staff</i> CCS



	<p>a. If client finds the travel record complete and accurate, an Order of Payment Slip (OPS) is issued (may proceed to Client Action Step 2);</p> <p>b. If there are missing/inaccurate entries, the client will be advised to write to the Commissioner, along with the supporting documents, for the completion/correction of entries</p> <p><i>Note: **If completion/correction of entries is approved, draft will be presented to the client for verification and confirmation. OPS will be issued**</i></p>			
2. Present the OPS to the Cashier for payment	2. Issue the Official Receipt (OR)	Regular: PHP 510.00 Express: PHP 1,010.00	10 Minutes	Cashier CASH SECTION (Window 14,15,16)
3. Present the OR.	3. Issue the claim stub for the release of the travel records.	None	3 Minutes	Administrative Staff CCS
	3.1 Prepare the travel records, affix the dry seal on the original certification and official receipt.		3 Working Days	Administrative Staff CCS
4. Present the claim stub on the scheduled release of the travel records	4. Release the travel records	None	5 Minutes	Administrative Staff CCS



TOTAL:	Regular: PHP 510.00 Express: PHP 1,010.00	Regular: 15 Working Days Express: 7 Working Days	
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ADMINISTRATIVE DIVISION

Internal Services



ADMINISTRATIVE DIVISION-PROPER

Internal Services



1. Approval of Consolidated Monthly Accomplishment Report (CMAR)

Office or Division:	Administrative Division-Proper			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Divisions, Sections, Units,			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Consolidated monthly accomplishment report (2 original copies)		Each office is provided with the template of monthly accomplishment report		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Monthly Accomplishment Report	1. Receive and check the completeness of the Monthly Accomplishment Report submitted	None	45 Minutes	<i>Administrative Staff</i> Administrative Division
	1.1. Encode in the database	None	5 Minutes	
	1.2. Sign the Accomplishment report for endorsement to the Payroll Unit	None	5 Minutes	<i>Chief</i> Administrative Division <i>Alternate Signatory</i> Administrative Division
	TOTAL:	None	55 Minutes	

2. Approval of Financial Documents by Chief of the Administrative Division

This refers to the Disbursement Vouchers of Personnel Services and Maintenance and Other Operating Expenses, Obligation Requests (OBR), Auto Debit Account (ADA) - List of Due and Demandable Accounts Payable (LDDAP) submitted for approval of Chief of the Administrative Division

Office or Division:	Administrative Division - Proper			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documentary requirements for common government transactions prescribed in COA Circular No. 2012-01; other DBM and GPPB Issuances		From claimant or payee and other sources like Property Management Section, General Services Section and Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the financial documents and other relevant/ supporting documents	1. Receive the financial documents	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.1. Database Management (Docketing and Encoding)	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.2. Evaluate and check the accuracy and completeness of financial documents submitted: If complete, affix initial and forward the document(s) to Chief of the Administrative Division for signature. If incomplete/ with clarifications, return the document to the originating office/client for	None	10 Minutes	<i>Evaluator</i> Administrative Division

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	resolution/compliance.			
	1.3. Approve and sign the financial documents	None	5 Minutes	<i>Chief</i> Administrative Division
	1.4. Transmit the approved financial documents to Disbursement Unit for preparation of Check and Advice of Checks Issued.	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	TOTAL:	None	21 Minutes	

Approval of Non-Financial Document(s) by Chief of the Administrative Division

This refers to the 1st Indorsement (Authority to Travel-Organic Personnel), Authority to Travel- Job Order Personnel, Notice of Salary Adjustment (NOSA), Certificate of No Pending Case, Note with Recommendation (NWR), Contracts, Checks, Terms of Reference (TOR), Requests/Permits, Memorandum (Other Offices), Certificate of Clearance, DTR of Administrative Division Section/ Unit Heads, Service Records, Leave Form requested by Officials and employees of the Chief of the Administrative Division.



3. Bureau of Immigration for approval of Chief of the Administrative Division.

Office or Division:	Administrative Division-Proper			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward request(s)/ document(s) to the Administrative Division-Proper	1. Receive the incoming non-financial document(s)	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1. 1. Database Management (Docketing and Encoding)	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.2. Evaluate and sort out non-financial document(s) If complete, affix initial and forward the document(s) to Chief of the Administrative Division If incomplete/with corrections, evaluator returns the document to the	None	10 Minutes	<i>Evaluator on Duty</i> Administrative Division



	originating office/Official/ employee for correction			
	1.3. Approve and sign non-financial documents	None	15 Minutes	<i>Chief</i> Administrative Division
	1.4. Database Management (Encode instructions and place of transmittal)	None	10 Minutes	<i>Evaluator on Duty</i> Administrative Division
	1.5. Transmit to concerned offices/Official/ Employee			
	a. Once routed, encodes status/ remarks (i.e. Routed to Personnel 3/16- Completed)	None	15 Minutes	<i>Liaison Officer</i> <i>Encoder on Duty</i> Administrative Division - Proper
	TOTAL:	None	1 Hour and 39 Minutes	



4. Approval of Requisition and Issue Slip (RIS)

Office or Division:	Administrative Division - Proper
Classification:	Simple Transaction
Type of Transaction:	Government to Government – (G2G)
Who may avail:	All BI Sections, Units, Divisions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition and Issue Slip (2 original copies)	Each office is provided with Requisition and Issue Slip

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 copies of Requisition and Issue Slip	1. Receive the Requisition and Issue Slip submitted	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.1. Sign the Requisition and Issue Slip	None	2 Minutes	<i>Alternate Signatory</i> Administrative Division
	1.2. Release the Requisition and Issue Slip to requesting Office for their transmittal to the Property Management Section	None	1 Minute	<i>Encoder on Duty</i> Administrative Division
	TOTAL:	None	5 Minutes	



5. Approval of Requisition and Issue Slip (COVID-19 Supplies)

Office or Division:	Administrative Division - Proper			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Sections, Units, Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (2 original copies)		Each office is provided with Requisition and Issue Slip		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 copies of Requisition and Issue Slip	1. Receive the Requisition and Issue Slip submitted and database management	None	4 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.1. Indicate the approved quantity of item/supply requested	None	5 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.2. Sign the Requisition and Issue Slip.	None	2 Minutes	<i>Alternate Signatory</i> Administrative Division
	1.3. Release the Requisition and Issue Slip to requesting Office for their transmittal to Property Management Section	None	1 Minute	<i>Encoder on Duty</i> Administrative Division
	TOTAL:	None	12 Minutes	



6. Approval of Vehicle Trip Ticket

Office or Division:	Administrative Division - Proper			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Sections, Units, Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vehicle Trip Ticket (2 original copies)		Each office is provided with Vehicle Trip Ticket forms		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 copies of Vehicle Trip Ticket	1. Receive the Vehicle Trip Ticket submitted and database management	None	4 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.1. Affix the docket number on both copies	None	2 Minutes	<i>Encoder on Duty</i> Administrative Division
	1.2. Sign the Requisition and Issue Slip.	None	2 Minutes	<i>Alternate Signatory</i> Administrative Division
	1.3. Release the Vehicle Trip Ticket to requesting Office	None	1 Minute	<i>Encoder on Duty</i> Administrative Division
	TOTAL:	None	9 Minutes	



ADMINISTRATIVE DIVISION-PERSONNEL SECTION

Internal Services



1. Certificate of Employment with Compensation (COE) of Permanent Employees

Certification requested by employees indicating their employment status and compensation for whatever legal purpose it may serve.

Office or Division:	Administrative Division-Personnel Section (PS)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Permanent Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form ADM02.QF.002 Effective 15 August 2018 (1 original)		Personnel Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form indicating the purpose/s of the request 1.1 Transmit the request form to the Administrative Division for approval of the Administrative Division Chief. 1.2 Approval of the Administrative Division Chief, submit the same to the Personnel Section.	1. Receive the request form approved by the Administrative Chief	None	1 Minute	<i>Administrative Staff</i> Personnel Section
2. None	2. Prepare the COE	None	7 Minutes	<i>Administrative Staff</i> Personnel Section
3. None	3. Verify and sign the COE	None	5 Minutes	<i>Chief</i> Personnel Section
4. Receive and acknowledge receipt	4. Release the COE	None	2 Minutes	<i>Administrative Staff</i> Personnel Section
	TOTAL:	None	15 Minutes	



2. Certificate of Pending/No Pending Case for Permanent Employees

Certification requested by permanent employees indicating that the employee has pending administrative case/s or none, for whatever legal purpose it may serve.

Office or Division:	Administrative Division-Personnel Section (PS)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Permanent Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form ADM02.QF.002 Effective 15 August 2018 (1 original)		Personnel Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form indicating the purpose/s of the request 1.1 Transmit the request form to the Administrative Division for approval of the Administrative Division Chief. 1.2 Approval of the Administrative Division Chief, submit the same to the Personnel Section.	1. Receive the request form approved by the Administrative Chief.	None	1 Minute	<i>Administrative Staff</i> Personnel Section

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. None	2. Fill out Derogatory Records Verification Slip (Form ADM02.QF.005 Effective 15 August 2018) for verification of Board of Discipline (BOD) Head Secretariat whether subject is with or without pending case.	None	5 Minutes	<i>Administrative Staff</i> Personnel Section
3. None	3. Prepare the certification and indicate the pending administrative case of the subject, if applicable.	None	7 Minutes	<i>Administrative Staff</i> Personnel Section
4. None	4. Verify and countersign	None	5 Minutes	<i>Chief</i> Personnel Section
5. None	5. Transmit certification to Administrative Division for signature of Chief, Administrative Division.	None	1 Day	<i>Administrative Staff</i> Administrative Division
6. Receive and acknowledge receipt	6. Upon return to record and release the certificate.	None	2 Minutes	<i>Administrative Staff</i> Personnel Section
	TOTAL:	None	1 Day and 20 Minutes	



3. Leave Application

Leave Application is filed by employees indicating the following reasons: vacation leave, sick leave, forced leave, privilege leave, maternity leave, paternity leave, et.al, for recommending approval of their respective immediate supervisor, to be submitted to the Personnel Section and Administrative Division for approval of their leave application.

Office or Division:	Administrative Division-Personnel Section (PS)
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	All BI Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Leave Form (1 original)	Download CSC Form No. 06 Revised 2020
2. Medical Certificate (for sick/maternity leave) (1 original)	Hospital / Attending Physician
3. Birth Certificate (for maternity leave) (1 photocopy)	Philippine Statistics Authority
4. Marriage Contract (if married/ for maternity leave) (1 photocopy)	Philippine Statistics Authority
5. Certificate of Clearance ADM02.QF.001 Rev. 1 Effective 11 July 2019 (if filed leave is more than 30 working days) (1 original)	Personnel Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File a duly accomplished leave application form and submit to the Personnel Section together with attachment/s, if applicable	1. Receive and evaluate the completeness of the leave application and attachment/s, if applicable	None	5 Minutes	Concerned Personnel

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2. None	2. Encode the leave application received for monitoring.	None	2 Minutes	<i>Administrative Staff Personnel Section</i>
3. None	3. Check available leave credits of the applicant, and prepare the certification of the leave application (Item 7A of the Leave Application Form)	None	25 Minutes	<i>Administrative Staff Personnel Section</i>
4. None	4. Send complete list of approved leaves to the Compensation and Employee Benefits Unit (CEBU) for checking of attendance and salary deduction.	None	2 Minutes	<i>Administrative Staff Personnel Section</i>
5. None	5. Transmit the leave application to the Board of Discipline (BOD) for verification.	None	2 Minutes	<i>Administrative Staff Personnel Section</i>
6. None	6. Certify the availability of leave credits of applicant upon verification by the BOD.	None	5 Minutes	<i>Chief Personnel Section</i>
7. None	7. Transmit the duly recommended and certified leave application to the Administrative Division Chief for approval/disapproval	None	1 Day	<i>Administrative Staff Personnel Section</i>
8. None	8. Send copy (approved/disapproved) of the leave application to the applicant's division/section/unit, for notification and file the receiving copy thereof in the applicant's 201 file	None	10 Minutes	<i>Administrative Staff Personnel Section</i>
	TOTAL:	None	1 Day and 51 Minutes	



4. Service Record

Service Record is requested by permanent employees indicating their inclusive dates of employment, position, status, basic salary, place of assignment, branch, leave/absence without pay, and separation date (if applicable), for whatever legal purpose it may serve.

Office or Division:	Administrative Division-Personnel Section (PS)	
Classification:	Highly-Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Permanent BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form ADM02.QF.002 Effective 15 August 2018 (1 original)		Personnel Section
2. Certificate of Clearance ADM02.QF.001 Rev. 1 Effective 11 July 2019 (if the purpose of request is for separation, such as resignation, transfer, retirement, et.al) (1 original)		Personnel Section
3. Certificate of Clearance from the Department of Justice (1 photocopy)		Department of Justice

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form indicating the purpose/s of the request 1.1 Transmit the request form to the Administrative Division for approval of the Administrative Division Chief. 1.2 Approval of the Administrative Division Chief, submit the same to the Personnel Section.	1. Receive the accomplished request form	None	1 Minute	<i>Administrative Staff</i> Personnel Section

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. None	2.Prepare the Service Record.	None	1 Hour	<i>Administrative Staff</i> Personnel Section
3. None	3 Verify and countersign the Service Record	None	2 Minutes	<i>Administrative Staff</i> Personnel Section
4. None	4. Forward Service Record to the Administrative Division Chief for signature.	None	2 Minutes	<i>Administrative Staff</i> Administrative Division
5. Receive and acknowledge receipt.	5. Release of the signed Service Record to requesting party.	None	3 Minutes	<i>Administrative Staff</i> Personnel Section
	TOTAL:	None	1 Hour and 8 Minutes	



5. Travel Authority of Permanent Employees for Personal Travel

Travel authority requested by permanent employees to travel abroad for personal reasons.

Office or Division:	Administrative Division-Personnel Section (PS)	
Classification:	Highly-Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Permanent Employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application for Leave Form (Civil Service Form No. 06 Revised 2020) (1 original)	CSC Website	
2. Request for authority to travel (1 original)	Applicant	
3. Certificate of No Pending Backlog (1 original)	Office of assignment	
4. Certificate of No Pending Case (1 original)	Personnel Section and Administrative Division	
5. Income Tax Return (BIR Form 2316) (1 photocopy)	CEBU	
6. Latest Certification of Service / Daily Time Record (DTR) (1 original)	CEBU	
7. Certificate of Clearance ADM02.QF.001 Rev. 1 Effective 11 July 2019 (if more than 30 working days) (1 original)	Personnel Section	
8. Letter Directive designating the Alternate Signatory (for officials and heads of office/service/program)	Personnel Section and Office of the Commissioner	
if more than 30 working days) (1 original)		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the request for travel authority together with the requirements with the Personnel Section	1. Receive and evaluate the completeness of the request and its attachment/s	None	10 Minutes	<i>Administrative Staff</i> Personnel Section
2. None	2. Encode request and the leave application received for monitoring.	None	2 Minutes	<i>Administrative Staff</i> Personnel Section
3. None	3. Check available leave credits of the applicant, prepare the certification of the leave application (Item 7A of the Leave Application.	None	5 Minutes	<i>Administrative Staff</i> Personnel Section
4. None	4. Send complete list of approved leaves to the CEBU for checking of attendance and salary deduction.	None	5 Minutes	<i>Administrative Staff</i> Personnel Section
5. None	5. Transmit the request together with the attachments to the Board of Discipline (BOD) for verification of leave and certification of pending or no pending case.	None	1 Day	<i>Administrative Staff</i> Board of Discipline



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. None	6. Prepare endorsement and Travel Authority, and transmit to the Chief, Administrative Division for approval	None	10 Minutes	<i>Administrative Staff</i> Board of Discipline
7. None	7. Prepare endorsement and Travel Authority, and transmit to the Chief, Administrative Division for approval of the leave application and further evaluation of the documentary requirements	None	1 Day	<i>Administrative Staff</i> Personnel Section
8. None	8. Forward the documentary requirements and endorsement to the Office of the Commissioner for signature.	None	1 Day	<i>Administrative Staff</i> Administrative Division
9. None	9. Sign endorsement and documentary requirements and forward to the Personnel Section.	None	5 Minutes	<i>Administrative Staff</i> Office of the Commissioner
10. None	10. Forward the endorsement and the documentary requirements to the Records Section for transmittal to the Department of Justice (DOJ)	None	5 Minutes	<i>Administrative Staff</i> Personnel Section

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11. None	<p>11. Forward the endorsement and documentary requirements to the DOJ for their approval.</p> <p>Note: DOJ returns the approved or disapproved endorsement to the Bureau of Immigration's Personnel Section.</p>	None	1 Day	<p><i>Administrative Staff</i> Records Section</p> <p><i>Administrative Staff</i> Department of Justice</p>
12. None	12. Send complete list of approved leaves to the Compensation and Employee Benefits Unit (CEBU) for checking of attendance and salary deduction.	None	1 Minute	<i>Administrative Staff</i> Personnel Section
13. Receive and acknowledge receipt	13. Release the approved/disapproved Travel Authority to the requesting party and file the received copy	None	5 Minutes	<i>Administrative Staff</i> Personnel Section
	TOTAL:	None	4 Days, 1 Hour and 25 Minutes	



Administrative Division - Property Management Section Internal Services



1. Procurement of Supplies and Equipment under SVP and Shopping

Office or Division:	Administrative Division-Property Management Section (PMS)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government – (G2G)			
Who may avail:	End-user (BI Offices), Property Management Section (PMS), Administrative Division, BAC Secretariat, BAC TWG, BAC Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request		Property Management Section		
2. Technical Specification		End-user		
3. Request for Quotation		Property Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled-out Purchase Request (PR)	1. Receive the Purchase Request form and notates that the supplies requested are not available.	None	5 Minutes	<i>Administrative Staff</i> PMS
	1.1. PMS Chief signs the PR.	None	5 Minutes	<i>Chief</i> PMS
2. End user submits the PR to the Administrative Division	2.2. Sign the PR	None	5 Minutes	<i>Alternate Signatory</i> Administrative Division
3. End user transmits the signed PR to the PMS	3. Receive the signed PR.	None	3 Minutes	<i>Administrative Staff</i> PMS

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4. None	4. Prepare the Technical Specification as basis for Request for Quotation (RFQ)	None	3 Days	<i>End-user PMS</i>
5. None	5. Prepare the RFQ for posting in the PhilGeps, BI Website and BI Bulletin Board	None	7 Days	<i>BAC Secretariat and PMS Staff</i>
6. None	6. Prepare and route the Purchase Order to supplier and other concerned signatories.	None	7 Days	<i>BAC Secretariat, BAC TWG, BAC Members, and PMS Staff</i>
	TOTAL:	None	17 Days, and 18 Minutes	



2. Procurement of Supplies and Common-Used Equipment through PS-DBM

Office or Division:	Administrative Division-Property Management Section (PMS)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Property Management Section (PMS) , Administrative Division, FMD, Budget Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order List		Property Management Section		
2. OBR		Administrative Division, FMD-Budget Section		
3. Disbursement Voucher		Administrative Division, FMD		
4. Cheque		Administrative Division, FMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare/Encode the Order List of Common-Use supplies and equipment	None	5 Minutes	<i>End-user/s</i> PMS
2. None	2. Transmit the Order List to Budget Section	None	5 Minutes	<i>Administrative Staff</i> PMS
3. None	3. Prepare and transmit the OBR to the Administrative Division	None	1 Hour	<i>Administrative Staff</i> Budget Section
4. None	4. Approve the OBR	None	30 Minutes	<i>Chief</i> Administrative Division

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5. None	5. Transmit the approved OBR to the Accounting Section.	None	5 Minutes	<i>Administrative Staff</i> Administrative Division
6. None	6. Prepare the Disbursement Voucher	None	2 Days	<i>Administrative Staff</i> Accounting Section
7. None	7. Transmit the Disbursement Voucher to the Administrative Division.	None	5 Minutes	<i>Administrative Staff</i> Accounting Section
8. None	8. Approve the Disbursement Voucher.	None	30 Minutes	<i>Chief</i> Administrative Division
9. None	9. Transmit the approved disbursement voucher to the Disbursement Unit for preparation of check.	None	5 Minutes	<i>Administrative Staff</i> Administrative Division
10. None	10. Prepare the check and transmits the same for approval of concerned signatories.	None	1 Day	<i>Administrative Staff</i> Disbursement Unit
11. None	11. Claim the check from the Disbursement Unit	None	5 Minutes	<i>Administrative Staff</i> PMS
12. None	12. Proceed to the Cashier of PS-DBM for endorsement of the check.	None	5 Minutes	<i>Administrative Staff</i> PMS
13. None	13. Receive the check and transfers the payment to the electronic e-wallet of BI virtual store	None	5 Minutes	<i>Cashier</i> PS-DBM

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14. None	14. Verify the e-wallet if payment is credited to the BI virtual store	None	2 Minutes	<i>Administrative Staff</i> PMS
15. None	15. Encode the required supplies to be purchased from the virtual store.	None	20 Minutes	<i>Administrative Staff</i> PMS
16. None	16. Email the order confirmation, other details, and total ordered amount.	None	2 Minutes	<i>Administrative Staff</i> PS-DBM
17. None	17. Deliver the ordered supplies	None	7 Days	<i>Administrative Staff</i> PS-DBM
	TOTAL:	None	10 Days, 3 Hours and 4 Minutes	



3. Requisition of Supplies, COVID-19 Response Items and Equipment

Office or Division:		Administrative Division-Property Management Section (PMS)		
Classification:		Simple Transaction		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		End-user (BI Offices), Property Management Section (PMS), Administrative Division		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition and Issue Slip		Property Management Section Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled out Requisition and Issue Slip (RIS)	1. Approve the RIS.	None	5 Minutes	<i>End-user, Staff and Chief Administrative Division</i>
2. Transmit the signed RIS to the Property Management Section	2. Receive the RIS	None	3 Minutes	<i>End-user, Administrative Staff PMS</i>
	2.1. Prepare the requested supplies and signs the "Issued by" portion in the RIS	None	15 Minutes	<i>Administrative Staff PMS</i>
	2.2. Issue the requested supplies, the requesting office acknowledges receipt thereof	None	30 Minutes	<i>Administrative Staff PMS</i>
	2.3. Supply Officer records the requested supplies in the stock cards and encodes the release date and time in the status portion thru Excel	None	30 Minutes	Supply Officer PMS
	TOTAL:	None	1 Hour and 23 Minutes	



4. Issuance of Bureau of Immigration Border Stamp (BIBS)

Office or Division:	Administrative Division-Property Management Section (PMS)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Property Management Section (PMS), Administrative Division , Anti-Fraud Section (AFS), Airport Operations Section (AOS), Port Operations Division (POD)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Quality Control Form			Anti-Fraud Section (AFS)	
2. Property Acknowledgement Receipt			Property Management Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved Quality Control Form to Property Management Section (PMS)	1. Accept the approved Quality Control Form and BIBS.	None	10 Minutes	<i>Administrative Staff</i> AFS and PMS
2. None	2. Prepare the individual Property Acknowledgement Receipt (PAR) for BIBS	None	15 Minutes	<i>Administrative Staff</i> PMS

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	2.1. Deliver the BIBS with PAR to POD.	None	1 Day	<i>Administrative Staff</i> PMS and POD
	2.2. Return the signed PAR to PMS	None	1 Day	<i>Administrative Staff</i> PMS and POD
	2.3. File the copy of PAR	None	15 Minutes	<i>Administrative Staff</i> PMS
	TOTAL:	None	2 days and 40 minutes	



5. Repair of Bureau of Immigration Border Stamp (BIBS)

Office or Division:	Administrative Division-Property Management Section (PMS)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government – (G2G)	
Who may avail:	Property Management Section (PMS), Administrative Division , Anti-Fraud Section (AFS), Bay Service Section (BSS), Port Operations Division (POD)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Endorsement Letter		<i>Immigration Officer, POD</i>
2. Quality Control Form		AFS
3. Property Acknowledgement Receipt		PMS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender the BIBS to PMS with Letter Request for repair.	1. Receive the BIBS for repair.	None	15 Minutes	<i>Administrative Staff POD</i>
	1.1. Inspect the BIBS and conduct simple repair or return the BIBS to the supplier, as applicable.	None	15 Minutes	<i>Administrative Staff PMS</i>

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	1.2. Forward the BIBS to AFS for quality check.	None	1 Day	<i>Administrative Staff</i> PMS
	1.3. Return the BIBS to PMS.	None	20 Minutes	<i>Administrative Staff</i> AFS
	1.4. Release the repaired BIBS to POD.	None	1 Day	<i>Administrative Staff</i> PMS
	TOTAL:	None	2 Days and 50 minutes	



6. Issuance of Security Visa Sticker

Office or Division:	Administrative Division-Property Management Section (PMS)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Property Management Section (PMS), Administrative Division, Tourist Visa Section (TVS), BI Extension, Satellite and Support			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Issue Slip		PMS		
2. Accountable Form		PMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an approved Requisition Issue Slip (RIS) to PMS.	1. Receive the approved RIS.	None	5 Minutes	Requesting Office <i>Administrative Staff</i> PMS
	1.1 Prepare the Requested number of Security Visa Sticker (SVS) and fill-up the Receipt of Accountable Form.	None	10 Minutes	<i>Administrative Staff</i> PMS

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	1.2. Release / Issue the Security Visa Sticker and the requesting office acknowledges receipt thereof.	None	10 Minutes	<i>Administrative Staff</i> PMS
	1.3. Record in the Security Visa Sticker Logbook and encodes the details of the issued Security Visa Sticker on the Inventory and Issuance Report of Security Visa Sticker	None	10 Minutes	<i>Administrative Staff</i> PMS
	TOTAL:	None	35 minutes	



7. Inventory Taking of Supplies and Equipment

Office or Division:	Administrative Division-Property Management Section (PMS)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	Property Management Section (PMS), Various offices
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Inventory Form	PMS
2. Report on the Physical Count of Property Plant and Equipment	PMS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled up Inventory Form to PMS.	1. Receive and check the completeness and correctness of submitted Inventory Form.	None	1 Hour	All Offices <i>Administrative Staff</i> PMS
	1.1. Account the submitted Inventory Form from the previous year inventory of Property Plant and Equipment.	None	4 Hours	<i>Administrative Staff</i> PMS
	1.2. Conduct an actual inventory of Property Plant and Equipment.	None	2 Days within Metro Manila 3 Days outside Metro Manila	<i>Administrative Staff</i> PMS
	TOTAL:	None	2 days and 5 hours within Metro Manila 3 days and 5 hours outside Metro Manila	



8. Inspection, Acceptance and Recording of Supplies and Equipment

Office or Division:	Administrative Division-Property Management Section (PMS)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Suppliers, End-user, Property Management Section (PMS), Management Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection and Acceptance Report		PMS, Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the procured supplies and equipment.	1. Inspect and accept the items procured.	None	30 Minutes	<i>Supplier</i> <i>Administrative Staff</i> PMS and Management Section
2. Submit delivery receipts to PMS.	2. Prepare the Inspection and Acceptance Report (IAR).	None	10 Minutes	<i>Supplier</i> <i>Administrative Staff</i> PMS
	2.1. Sign and indicate date of inspection in the Delivery Receipt (DR).	None	5 Minutes	<i>Administrative Staff</i> PMS and End-user
	2.2. PMS forwards the Inspection Acceptance Report (IAR) and Delivery Receipt (DR) to the Management Section.	None	20 Minutes	<i>Administrative Staff</i> PMS and Management Section
	2.3. Records the delivery receipt in the stock cards.	None	20 Minutes	<i>Administrative Staff</i> PMS
	TOTAL:	None	1 hour and 25 minutes	



Administrative Division- Procurement Management Unit (PMU) Internal Services



1. Procurement of Goods, Infrastructure Projects or Consulting Services – Competitive Bidding

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

Office or Division:	Administrative Division-Procurement Management Unit (PMU)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	Project Management Offices (PMOs), End-Users, Bids and Procuring Entity
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Project Procurement Management Plan (PPMP)	Procurement Management Unit (PMU), End-user/s
2. Annual Procurement Plan (APP)	BAC Secretariat, PMOs, FMD-Budget Section
3. Terms of Reference (TOR)	End-Users, PMOs
4. Minutes of the BAC Meeting	PMU

Competitive Bidding is covered under R.A. 9184 and its 2016 revised Implementing Rules and Regulations (IRR)
 (Note: Processing time may vary depending on the Availability of Signatories)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PPMP	1. Consolidate the PPMP from End- user/s	None	20 Days	<i>PMU, End-user/s</i>
2. Receive the Annual Procurement Plan (APP)	2. Consolidate PPMPs to prepare APP	None	20 Days	<i>PMU, PMOs, End-user/s, Budget Section</i>
3. Submit the TOR	3. Review the TOR from End-user/s	None	5 Days	<i>PMU, End-user/s</i>
4. Request copy of the Minutes of the BAC Meeting	4. Prepare and Issue copy of the signed Minutes of the BAC Meeting	None	2 Days	<i>PMU</i>

2. Small Value Procurement (SVP) of Goods, Infrastructure Projects and Consulting Services

A process to procure goods or services under Small Value Procurement (SVP) with items amounting to P50,000 but below P1,000,000.

Office or Division:	Administrative Division-Procurement Management Unit (PMU)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Internal: End User, Project Management Office (PMO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)		Procurement Management Unit (PMU), End-user/s		
2. Annual Procurement Plan (APP)		BAC Secretariat, PMOs, FMD-Budget Section		
3. Request for Quotation (RFQ)		PMU, PMOs		
4. Minutes of the BAC Meeting		PMU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PPMP	1. Consolidate the PPMP from End-user/s	None	20 Days	PMU, <i>End-user/s</i>
2. Receive Annual Procurement Plan (APP)	2. Consolidate PPMPs to prepare APP	None	20 Days	PMU, <i>PMOs, End-user/s</i> Budget Section
3. Submit the RFQ	3. Check the completeness of the form	None	7 Days	PMU
	3.1. Verify if it is within the PPMP/APP			
	3.2. Review the RFQ prior to posting Post the RFQ			
4. Request copy of the Minutes of the BAC Meeting	4. Prepare and Issue copy of the signed Minutes of the BAC Meeting	None	2 Days	PMU

Small Value Procurement is covered under R.A. 9184 and its 2016 revised Implementing Rules and Regulations (IRR)
(Note: Processing time may vary depending on the Availability of Signatories)



ADMINISTRATIVE DIVISION-GENERAL SERVICES SECTION

Internal Services



1. Request for Repair and Maintenance

Works undertaken concerning repair and maintenance of electrical, vehicles, air-conditioning units, carpentry work and other facilities

Office or Division:	Administrative Division-General Services Section (GSS)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request repair through telephone call or walk-in	1. Perform actual work requested	None	5 Minutes (for carpentry works) 3 Days (vehicle, electrical, and air conditioning units repairs)	Concerned Office <i>Administrative Staff</i> GSS
	TOTAL:	None	5 Minutes (for carpentry works) 3 Days (vehicle, electrical, and air conditioning units repairs)	



2. Conduct of Preventive Maintenance Service (PMS)

A process undertaken to monitor and ensure that all vehicles, electrical, air conditioning units, and other facilities are in a good working condition.

Office or Division:	Administrative Division-General Services Section (GSS)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All BI Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Follow PMS Schedule on time	None	1 Hour (for vehicles) 30 Minutes (electrical, air conditioning units and other facilities)	<i>Administrative Staff</i> GSS
	TOTAL:	None	1 Hour (for vehicles) 30 Minutes (electrical, air conditioning units and other facilities)	



3. Request for Utilization of Vehicle

Issuance of vehicle for official use.

Office or Division:	General Services Section (GSS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All BI Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Trip Ticket Form (ADM09.QF.008Rev1)		GSS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled- out trip ticket request form (ADM09.QF.008Rev1)	1. Receive the form and processes the approval of the trip ticket.	None	10 Minutes	<i>Administrative Staff GSS</i>
	2. Provide vehicle and driver to requesting office.	None	20 Minutes	<i>Administrative Staff GSS</i>
	TOTAL:	None	30 Minutes	



ADMINISTRATIVE DIVISION -COMPENSATION AND EMPLOYEE BENEFITS UNIT

Internal Services



1. Application of PAGIBIG Multi-Purpose Loan through BI-Payroll

The Pag-IBIG Fund Multi-Purpose Loan or MPL is a cash loan designed to help Pag-IBIG members with any immediate financial need. A member can borrow up to 80% of their Pag-IBIG Regular Savings. Application of such loan may be lodge to the payroll unit, who will eventually endorse the application to the BI's authorized signatory for the Application Agreement and further forward it to the nearest Pag-IBIG office.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	All Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.PAGIBIG Multi-Purpose Loan Application Form (HQP-SLF-065 V05, 02/2021	1. PAGIBIG website
2. Photocopy of 2 Government Issued ID with signature.	2. Concerned Personnel
3. Photocopy of Payroll Account Card	3. Concerned Personnel
4. 1 month Latest Pay Slip	4. Payroll Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit all requirements needed	1.1 Receive all requirements needed	None	5 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
1.2 None	1.2 Forward application to BI's authorized signatory for Pagibig Loan Application Agreement	None	20 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
1.3 None	1.3 Certify Application Agreement on MPL Application Form	None	2 days	
1.4 None	1.4 Forward application to Pagibig Office for evaluation.	None	1 day	<i>Staff</i> Compensation and Employee Benefits Unit
	TOTAL:	None	3 days, 25 minutes	



2. Preparation of Payroll (Augmentation Pay)

A process on preparation of agency's disbursement for employee's salary augmentation as prescribed under the General Appropriation Act (GAA).

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Daily Time Record (DTR)	Concerned Personnel
2. Consolidated Monthly Accomplishment Report (CMAR)	
3. Alpha list of Personnel Entitled to Augmentation Pay	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit CMAR, Alpha list and Manual DTR	1.1 Printing of Daily Time Report (DTR)	None	5 minutes	
1.2 None	1.2 Receives CMAR, Alpha list and Manual DTR	None	5 minutes	
1.3 None	1.3 Pre Evaluation of DTR and CMAR	None	3 days	
1.4 None	1.4 Submit to Auditors for Final Evaluation	None	1 day	
1.5 None	1.5 Payroll Chief review evaluated DTR and AR	None	1 day	
1.6 None	1.6 Encode employee's Deductions to MS Excel.	None	1 day	
1.7 None	1.7 Input the Net Amount Earned in LANDBANK FINDES	None	1 day	
1.8 None	1.8 Prepares Disbursement Voucher (DV)	None	10 minutes	
1.9 None	1.9 Payroll Chief Review the Payroll Sheet and DV	None	10 minutes	
1.10 None	1.10 Payroll Chief signs Payroll Sheet	None	5minutes	
1.11 None	1.11 Forward the payroll Sheet and DV to Management Section for audit	None	5 minutes	
	TOTAL:	None	7 days, 40 minutes	



3. Preparation of Payroll (General Payroll)

A process on preparation of agency's disbursement for organic employee's salary as prescribed under the General Appropriation Act (GAA).

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit	
Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	All personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Daily Time Record (DTR)		1.Concerned Personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit CMAR, Alpha list and Manual DTR	1.1 Printing of Daily Time Record (DTR)	None	5 minutes	Compensation and Employee Benefits Unit
1.2 None	1.2 Receives Manual DTR	None	5 minutes	Concerned Personnel
1.3 None	1.3 Pre Evaluation of DTR and coordination with personnel section as to employees on leave without pay.	None	3 days	Compensation and Employee Benefits Unit
1.4 None	1.4 Payroll Chief review evaluated DTR	None	1 day	<i>Chief</i> Compensation and Employee Benefits Unit
1.5 None	1.5 Encode employee's deductions to MS Excel. (GSIS loans, Pagibig, other loans, tax, Coop and Buklod contributions)	None	2 day	Payroll Staff

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1.6 None	1.6 Input the Net Amount Earned in LANDBANK FINDES	None	1 day	Payroll Staff
1.7 None	1.7 Prepares Disbursement Voucher (DV)	None	10 minutes	Payroll Staff
1.8 None	1.8 Payroll Chief Review the Payroll Sheet and DV	None	10 minutes	<i>Chief</i> Compensation and Employee Benefits Unit
1.9 None	1.9 Payroll Chief signs Payroll Sheet	None	5minutes	<i>Chief</i> Compensation and Employee Benefits Unit
1.10 None	1.10 Forward the payroll Sheet and DV to Management Section for audit	None	5 minutes	Payroll Staff
	TOTAL:	None	7 days, 40 minutes	



4. Request for Copy of ITR

ITR is filed by every resident citizen deriving compensation income from all sources. A copy of the current ITR is being given to the employee every year. However, the employee may request for additional copy, when needed, as documents required for other purpose.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Payroll Request Form		1.Payroll Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Payroll Request Form	1.1 Receives payroll request	None	5 minutes	Compensation and Employee Benefits Unit
1.2 None	1.2 Retrieves files based on requested period.	None	2 days	Compensation and Employee Benefits Unit
1.3 None	1.3 Printing of ITR	None	30 minutes	Compensation and Employee Benefits Unit
2.Receive ITR	2.Release of ITR to employee	None	1 day	Compensation and Employee Benefits Unit
	TOTAL:	None	3 days, 35 minutes	



5. Request for Daily Time Record (DTR)

Daily Time Record (DTR) in the Bureau is electronically generated using the biometric attendance system deployed within the Bureau's premises. The employee may request for a copy of his/her attendance record, when needed, as documentary requirement for application of travel authority and initial salary for job order personnel.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payroll Request Form		1. Payroll Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Payroll Request Form	1.1 Receives payroll request	None	5 minutes	Compensation and Employee Benefits Unit
1.2 None	1.2 Generate DTR based on requested period.	None	1 days	Compensation and Employee Benefits Unit
1.3 None	1.3 Printing of DTR	None	30 minutes	Compensation and Employee Benefits Unit
2. Receives ITR	2. Release of DTR to employee	None	1 day	Compensation and Employee Benefits Unit
	TOTAL:	None	2 days, 35 minutes	



6. Request for GSIS Membership

Under Section 3 of RA No. 8291, membership in the GSIS shall be compulsory for all government employees receiving compensation who have not reached the compulsory retirement age, irrespective of employment status, except members of the Armed Forces of the Philippines and the Philippine National Police and contractuels who have no employer and employee relationship with their agencies.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit
Classification:	Simple Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	All Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. GSIS Membership Information Sheet (Form No. MIS-05-02)	1.GSIS / BI-Agency Authorized Officer (AAO) for GSIS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the GSIS Membership Information Sheet to BI-AAO.	1.1 Receive the GSIS Membership Information Sheet	None	5 minutes	ERICSON GALLANO BI - Agency Authorized Officer (AAO) for GSIS
1.2 None	1.2 Encode the Information to the GSIS Web-based Member Record and Update.	None	1 hour	ERICSON GALLANO BI – AAO
1.3 None	1.3 Uploads Form A (for New Employee) or Form B (for transfer) of GSIS Member Record.	None	30 minutes	ERICSON GALLANO BI – AAO
1.4 None	1.4 Receives updates of approval from GSIS through GSIS Web-based Member Record and Update website.	None	3 days	GSIS
	TOTAL:	None	3 days, 1 hour,	



		40 minutes	
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7. Request for Pay Slip

Pay slip is given to someone who is employed to show how much money they have earned and how much tax has been taken off. Pay slips are being forwarded to disbursement unit for release. However, employees may request for additional copies, when needed, as documents required for other purpose.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Payroll Request Form		1.Payroll Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Payroll Request Form	1.1 Receive payroll request	None	5 minutes	Compensation and Employee Benefits Unit
1.2 None	1.2 Retrieve files based on requested period.	None	2 days	Compensation and Employee Benefits Unit
1.3 None	1.3 Print of Pay Slip	None	30 minutes	Compensation and Employee Benefits Unit
2.Receive pay slip	2. Release of Pay slip to employee	None	1 day	Compensation and Employee Benefits Unit
	TOTAL:	None	3 days, 35 minutes	



8. Request for Philhealth Claim Signature Form (CSF) and Philhealth Certification Form

Pursuant to Phil Health Circular 2016-0016 on the full implementation of the Electronic Claims, the Claim Signature Form (CSF) is one of the mandatory scanned image attachments in claims adjudication.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payroll Request Form		1. Payroll Unit		
2. Philhealth Claim Signature Form(CSF)		2. Philhealth website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit accomplished Philhealth Claim Signature Form (CSF) and Payroll Request Form for Philhealth Certification Form to payroll personnel	1.1 Receive Request from concerned personnel/ authorized representative.	None	5 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
1.2 None	1.2 Verify employee's record and remittance. Preparation of Philhealth Certification Form and accomplish Philhealth Claim Signature Form (CSF) on employer's portion.	None	1 day	<i>Staff</i> Compensation and Employee Benefits Unit
1.3 None	1.3 Certify as regular remittance to Philhealth.	None	1 day	<i>Chief</i> Compensation and Employee Benefits Unit
2.Receive Philhealth CSF and Philhealth Certification Form	2. Release of Philhealth Claim Signature Form (CSF) and Philhealth Certification Form.	None	5 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
TOTAL:		None	2 days, 10 minutes	



9. Request for Update on GSIS Information Sheet

Under Section 3 of RA No. 8291, membership in the GSIS shall be compulsory for all government employees receiving compensation who have not reached the compulsory retirement age. As an active member, it is essential to update personal information on records, if changes occur, for convenience on future claims and application.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Request for GSIS Change of Information		1.Concerned Personnel		
2. Endorsement from Personnel Section (for change of name)		2. Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit request for change of information	1.1 Receive request for change of information	None	5 minutes	ERICSON GALLANO BI - Agency Authorized Officer (AAO) for GSIS
1.2 None	1.2 Encode the Information to GSIS Web-based Member Record and Update.	None	1 hour	ERICSON GALLANO BI – AAO
1.3 None	1.3 Upload “Form E” of GSIS Member Record.	None	30 minutes	ERICSON GALLANO BI – AAO
1.4 None	1.4 Receive updates of approval from GSIS through GSIS Web-based Member Record and Update website.	None	3 days	GSIS
	TOTAL:	None	3 days, 1 hour, 30 minutes	



10. Request for Upgrade of Pag-Ibig Monthly Savings

In compliance to Republic Act 9679, the mandatory monthly Pag-IBIG Savings is pegged at just Php100. However, the monthly Pag-IBIG Savings can be increased to earn higher dividends and save more. A request to upgrade Savings is required to increase remittance to your Pag-IBIG account which will deduct on your salary.

Office or Division:	Administrative Division -Compensation and Employee Benefits Unit			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.PAGIBIG Request to Upgrade Monthly Savings Form (HQP-PFF-250 V02, 05/2019)		1.PAGIBIG website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit PAGIBIG Request to Upgrade Monthly Savings Form	1.1 Receive PAGIBIG Request to Upgrade Monthly Savings Form	None	5 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
1.2 None	1.2 Evaluate request on compliance to statutory requirement on Net Take-Home Pay	None	30 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
2. Sign in Payroll's logbook to confirm the implementation of such request.	2.1 If compliant, Conforms request through signing on request form 2.2 Implementation will take effect on next payroll cycle.	None	30 minutes	<i>Staff</i> Compensation and Employee Benefits Unit
TOTAL:		None	1 hour and 5 minutes	



FINANCIAL AND MANAGEMENT DIVISION-ACCOUNTING SECTION

Internal Services



1. Approval of Funded Disbursement Voucher for Payment

A process on preparation of LDDAP-ADA and certifying the completeness of supporting documents attached on the Disbursement Voucher.

Office or Division:	Financial and Management Division-Accounting Section			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Personnel requesting payment of purchase or services.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Disbursement Voucher (DV)		1.Personnel requesting for payment of purchase		
2.Obligation Request and Status (OBR)				
3.Attached supporting documents for DV				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Obligation Request and Status (OBR)	1. Receive funded DV from Budget Section	None	5 minutes	Staff Accounting Section
2. None	2. Prepare the LDDAP-ADA	None	30 minutes	Staff Accounting Section
3. None	3. Chief Accountant certifies on the availability of cash, subject to ADA, on the completeness of the supporting documents and the propriety of the amount claimed.	None	1 day*	Chief Accounting Section
4. None	4. Forward to the Office of Administrative Division/ authorized representative of the Bureau.	None	5 minutes	Staff Accounting Section
	TOTAL:		1 day* and 40 minutes	

*The Certification of the Chief Accountant as of the availability of funds is extended to one day, if it further needs collaboration with DBM.



2. Preparation of Disbursement Voucher

A process on preparation of Disbursement Voucher (DV) which is a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered

Office or Division:	Accounting Section, Finance and Management Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Personnel requesting payment of purchase or services.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Refer to Circular No. 2012-001 dated 14 June 2012, amended by COA Circular No. 2013-001 dated 10 Jan 2013 on "Revised Documentary Requirements for Common Government Transactions"		1. Personnel requesting for payment of purchase.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of documents supporting the payment	1. Receive the documents supporting the Payment.	None	5 minutes	<i>Staff</i> Accounting Section
2. None	2. Prepare the Disbursement Voucher.	None	5 minutes	<i>Staff</i> Accounting Section
3. None	3. Pre-Audit and Final Audit for Compliance	None	3 days	<i>Staff</i> Accounting Section
4. None	4. Forwarding to Budget Section for Funding	None	5 minutes	<i>Staff</i> Accounting Section
TOTAL:		None	3 days and 15 minutes	



FINANCIAL AND MANAGEMENT DIVISION-CASH SECTION

Internal Services



1. Cash and Check Disbursement

A process on issuing cash or check disbursement as payment to an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered.

Office or Division:	Financial and Management Division-Accounting Section			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Authorized Personnel who approves disbursement voucher			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		1.Accounting Section		
2. Other Supporting documents		2. Concerned Office		
3. Official Receipts				
4. Billing Statements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits Approved Disbursement Voucher (DV)	1. Receives Disbursement Voucher (DV)	None	5 minutes	Authorized Personnel who approves disbursement voucher
2. None	2. Prepares check and Advice of Checks Issued and Cancelled (ACIC)	None	30 minutes	<i>Disbursing Clerk I</i>
3. None	1.3 Indexing of disbursement	None	10 minutes	<i>Disbursing Clerk II</i>

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	1.4 Disbursing Officer reviews correctness of Check and ACIC and determines cash position	None	1 day	<i>Disbursing Officer</i>
	1.5 Approval of ACIC	None	1 day	<i>Accounting Section</i>
	1.6 DV, Check and ACIC are forwarded to authorized signatories	None	5 minutes	<i>Disbursing Clerk I</i>
	1.7 Receives DV, Check and ACIC from authorized signatories	None	5 minutes	<i>Disbursing Clerk I</i>
	Transmit to authorized bank for deposit.	None	1 day	<i>Disbursement Office</i>
	TOTAL:	None	1 day	



2. Remittance of Collection to the Authorized Bank (Main/Sub-Port Offices)

A process on remitting agencies' collection to the authorized bank under the account of the National Treasury or other account authorized by the government.

Office or Division:	Cash Section, Finance and Management Division			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Collecting Officers under Cash Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts		1. Collecting Officers/ Cashier		
2. Order for Payment Slips				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Collecting Officer (CO) turn over all Official Receipt and Order of Payment Slip (OPS) to Report Maker (RM)	1. Report Maker (RM) receive all Official Receipt and Order of Payment Slip (OPS) to	None	5 minutes	<i>Collecting Officer</i> Cash Section

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2.1 CO makes cash count of all payments collected.	2.1 None	None	1 hour	<i>Collecting Officer</i> Cash Section
2.2 None	2.2 RM reviews OR and OPS	None	30 minutes	<i>Report Maker</i> Cash Section
3.Receives Deposit slips and Remittance Advice	3. RM prepares deposit slips/remittance advice and daily report.	None	20 minutes	<i>Report Maker</i> Cash Section
4.1 Collecting Officer deposits daily collection to authorized bank. Submit validated deposit slips	4.1 Receives validated deposit slip	None	5 minutes	<i>Collecting Officer</i> Cash Section
4.2 None	4.2 Monitoring & Control Officer record and monitor preparation of daily collection, semi-monthly and monthly collection report.	None	2 hours	<i>Monitoring & Control Officer</i> Cash Section
4.3 None	4.3 Cash Section Chief approves semi-monthly and monthly collection report	None	30 minutes	<i>Chief</i> Cash Section
4.4 None	4.4 Semi-monthly and monthly report submitted to Accounting Section and to COA together with the receipts of CO.	None	5 minutes	<i>Monitoring & Control Officer</i> Cash Section
	TOTAL:	None	1 day	



FINANCIAL AND MANAGEMENT DIVISION (FMD)-BUDGET SECTION

Internal Services



1. Issuance of Obligation Request and Status on Cash Advances and Reimbursement of Various Expenses

A process of issuance of obligation request and status to concerned offices requesting for budget for the implementation of their proposed project.

Office or Division:	Financial and Management Division-Budget Section			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Personnel/Offices requesting for budget/funding			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		1. Accounting Section		
2. Supporting documents		2. Concerned Personnel		
3. Official Receipts				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Disbursement Voucher	1.1 Receives Disbursement Voucher	None	5 minutes	Concerned Office
	1.2 Issuance of Obligation Request and Status (OBR)	None	10 minutes	Budget Section
2.Receives OBR from Budget	2.Return OBR to concerned office for signature "Column A"	None	1 day	Budget Section
3.1 Submission of signed (Column A) OBR	3.1 Receives signed OBR from concerned office	None	5 minutes	Budget Section
3.2 None	3.2 Budget Chief signs "Column B"	None	1 day	Concerned Office
3.3 None	3.3 Retain a copy of the OBR and forward to Accounting Section	None	5 minutes	Payroll Staff
TOTAL:		None	3 days	



2. Issuance of Obligation Request and Status on Purchase or Job Order

A process of issuance of obligation request and status to concerned offices requesting for budget for the implementation of their proposed project.

Office or Division:	Budget Section, Finance and Management Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Concerned Office (e.g. Property Management Section and General Services Section)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Order (if applicable)		1. General Services Section		
2. Job Order (if applicable)		2. Property Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Purchase Order / Job Order	1.1 Receives Purchase Order (PO) / Job Order (JO)	None	5 minutes	Concerned Office
1.2 None	1.2 Review and indexing of PO/JO to Annual Procurement Plan (APP)	None	30minutes	Budget Section
1.3 None	1.3 Issuance of Obligation Request and Status (OBR)	None	10 minutes	Budget Section
1.4 None	1.4 Return OBR to Administrative Division for signature "Column A"	None	1 day	Budget Section
2.1 Submission of signed (Column A) OBR	2.1 Receives signed OBR from Administrative Division	None	5 minutes	Admin Division
2.2 None	2.2 Budget Chief signs "Column B"	None	1 day	<i>Chief</i> Budget Section
2.3 None	2.3 Retain a copy of the OBR and forward to PMS/GSS		5 minutes	Budget Section
TOTAL:		None	3 days	



FINANCIAL AND MANAGEMENT DIVISION-MANAGEMENT SECTION

Internal Services



1. Inspection and Acceptance Report (IAR)

Inspection and Acceptance Report shall be used to report the result of the inspection made by Management Section on the deliveries and the status of the accepted items by the Property Management Section.

Office or Division:	Management Section, Finance and Management Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Property Management Section and offices who are requesting for inspection			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Inspection and Acceptance Report				
2. Delivery Receipt				
3. Official Receipt (if for reimbursement)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Inspection	1.1 Receives request for inspection either by call or walk in.	None	5 minutes	Property Management Section / Concerned Office
	1.2 Inspection of either supplies, item or property	None	30 minutes	Management Section
	1.3 Accomplish Inspection Monitoring Form and Photocopy Delivery Receipt	None	10 minutes	Management Section
	1.4 Returns Delivery Receipt to Property Management Section (PMS).	None	5 minutes	Management Section
2.1 Submit Inspection and Acceptance Report	2.1 Receives Inspection and Acceptance Report from Property Management Section	None	5 minutes	Property Management Section
2.2 None	2.2 Review of IAR and attachment of proof of inspection and delivery	None	3 hours	Management Section
2.3 None	2.3 Approval of inspection on IAR	None	1 hour	<i>Chief</i> Management Section
2.4 None	2.4 Returns IAR to PMS for Acceptance	None	5 minutes	Management Section
TOTAL:		None	5 hours	



2. Pre Audit of Payroll-Issued Disbursement Voucher

All Payroll-Issued Disbursement Vouchers undergoes pre-audit before processing the approval of disbursement.

Office or Division:	Management Section, Finance and Management Division	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	General Services Section (GSS)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher		Payroll Section
2. Supporting Documents 2.1 Payroll Sheet 2.2 FINDES / PACS		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Disbursement Voucher	1.1 Receive Disbursement Voucher (DV) and all supporting documents from Payroll Unit.	None	5 minutes	Payroll Unit
1.2 None	1.2 Pre-Audit	None	30 minutes	Management Section
1.3 None	1.3 Initial signature by Management Section Chief on DV	None	30 minutes	<i>Chief</i> Management Section
1.4 None	1.4 Disbursement Voucher forwarded to Accounting for Disbursement Process.	None	5 minutes	Management Section
	TOTAL:	None	1 hour and 10 minutes	



3. Pre-Audit Liquidation Report

Pre-Audit of cash-advance liquidation, is an additional internal control imposed by the agency to ensure the proper granting and utilization of all cash advances in accordance with COA rules and regulations.

Office or Division:	Management Section, Finance and Management Division	
Classification:	Complex Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Accounting Section	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Liquidation Report		1. Accounting Section
2. Supporting Documents		
3. Refer to Circular No. 2012-001 dated 14 June 2012, amended by COA Circular No. 2013-001 dated 10 Jan 2013 on "Revised Documentary Requirements for Common Government Transactions"		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Liquidation Report	1.1 Receive Liquidation Report and all supporting documents.	None	5 minutes	Accounting Section
1.2 None	1.2 Pre-Audit	None	5 days	Management Section
1.3 None	1.3 Review and approve	None	2 days	<i>Chief</i> Management Section
1.4 None	1.4 Forward audited LR and supporting docs to Accounting Section	None	5 minutes	Management Section
	TOTAL:	None	7 days	



4. Preparation of Inspection Report

A process on conducting evaluation on post-repair inspection and reporting the results of the inspection made on the Property, Plant and Equipment (PPE).

Office or Division:	Management Section, Finance and Management Division	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	General Services Section (GSS)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Job Order or Notice to Proceed		1. GSS
2. Certificate of 100% Completion and Acceptance		2. GSS
3. Billing Statement		
4. Annual Procurement Plan		4. Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit requirements to Management Section	1.1 Receive the Contractors/Suppliers documents together with other attached documents from General Services Section	None	5 minutes	General Services Section
1.2 None	1.2 Prepare Inspection Report and attach photos of Inspection	None	1 day	Management Section
1.3 None	1.3 Approval of Inspection Report	None	1 day	<i>Chief</i> Management Section
1.4 None	1.4 Forward documents to Accounting Section for Disbursement and Payment of Purchase	None	5 minutes	Management Section
	TOTAL:	None	2 days, 10 minutes	



5. Request for Pre-Repair Inspection

A process on conducting request for pre-repair inspection and reporting the results of the inspection made on the Property, Plant and Equipment (PPE).

Office or Division:	Management Section, Finance and Management Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	General Services Section (GSS)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Pre-Repair Inspection		1. GSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit request	1.1 Receives Request for Pre-Repair Inspection (PRI)	None	5 minutes	GSS
1.2 None	1.2 Evaluate request	None	1 day	Management Section
1.3 None	1.3 Conduct ocular inspection.	None	1 day	Management Section
1.4 None	1.4 Accomplish Inspection Monitoring Form	None	10 minutes	Management Section
1.5 None	1.5 Approval of inspection on IAR	None	1 day	<i>Chief</i> Management Section
1.6 Receive	1.5 Return PRI to GSS for Issuance of Job Order Request	None	5 minutes	Management Section
	TOTAL:	None	3 days, 20 minutes	



MANAGEMENT INFORMATION SYSTEMS DIVISION (MISD)

Internal Services



1. Software Development

The methodological development of in-house software mostly specialized for the BI's mission-critical mandate.

Office or Division:	Information Systems Development Section (ISDS), Management Information Systems Division (MISD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Bureau of Immigration	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Project Management Team (PMT) Compliance		1. Requesting Office - Process Owners (PO)
2. Note with Recommendation (NWR)		2. Concerned BI Office/s
3. Memorandum		3. Concerned BI Office/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit system development proposal document.	1. Receive, review and comment on the proposal.	None	5 Days	PMT ISDS
2. Submit copy of signed and approved system development proposal document.	2. Receive and process signed document for inclusion in the project pipeline	None	2 Days	PMT ISDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Coordinate system development project.	3. Attend project coordination meetings; perform analysis, software design and programming.	None	60 (Calendar) Days <i>Note: In reference to the approved Quality Procedure (MIS01.QP.001)</i>	PMT ISDS
4. Accept the final product.	4. Deploy final product.	None	2 Days	PMT ISDS
TOTAL:		None	69 Days	



2. Network Installation and Configuration Management

This is the process that entails both new and old network devices for the operations in the main office and all BI remote offices.

Office or Division:	Network Administration and Security Section (NASS), Management Information Systems Division (MISD)	
Classification:	Complex	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request		1. Requesting BI employee
2. Note with Recommendation (NWR)		2. MISD and Office of the Commissioner (OCOM)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and other pertinent documents	1. Coordinate with end-user/Service Provider on the confirmation of the request	None	15 Minutes	<i>Network Technical Support</i> NASS
None	1.1 Discuss Process to End-user	None	15 Minutes	<i>Network Technical Support</i> NASS
None	1.2. Prepare Hardware and Software by assessing technical specifications, checking of equipment status, and evaluate software requirements	None	1 Hour and 30 Minutes	<i>Network Technical Support</i> NASS

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None	1.3. Supply required parameters.	None	1 Hour and 30 Minutes	<i>Section Chief</i> NASS
None	1.4. Perform configuration of installed equipment/ software	None	4 Days	<i>Network Technical Support</i> NASS
None	1.5. Test and verify end-to-end link status	None	3 Hours	<i>Network Technical Support</i> NASS
2. Acknowledge and receive the accomplished request.	2. Monitor end user connectivity, perform maintenance if necessary and turn over the accomplished request to the client	None	30 Minutes	<i>Network Technical Support</i> NASS
TOTAL:		None	4 days and 7 hours	



3. Wide Area Network and Local Area Network Transfer

Transfer existing network infrastructure of Wide Area Network (WAN) and Local Area Network (LAN) to various BI port of operations and remote offices.

Office or Division:	Network Administration and Security Section (NASS), Management Information Systems Division (MISD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter from client office		1. BI office concerned
2. Submit transfer conforme letter to ISP		2. MISD - NASS
3. Secure Certificate of Availability of Funds from FMD- Budget Section		3. Finance and Management Division (FMD) - Budget Section
4. Approved Note With Recommendation (NWR)		4. MISD and Office of the Commissioner (OCOM)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for office transfer letter	1. Acquire specific details needed for transfer	None	1 Hour	<i>Network Technical Support</i> NASS
2. Coordinate with respective Internet Service Provider (ISP) and concerned BI office	2. Prepare documents needed for transfer and submit to the office in charge (Transfer conforme letter, Transfer request letter from client, NWR, Certificate of Availability of Funds).	None	10 Days	<i>Network Technical Support</i> NASS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Transfer approval	3. Submit approved documents to respective BI office and ISP	None	2 Days	<i>Network Technical Support</i> NASS
None	3.1. Perform proper ICT equipment transfer (Structured cabling, installation of network equipment and configuration)	None	7 Days	<i>Network Technical Support</i> NASS
None	3.2. Request technical assistance from ISP on transfer of Wide Area Network and conduct joint testing (WAN)	None	1 Day	<i>Network Technical Support</i> NASS
None	3.3. Conduct testing and verify status	None	1 Hour	<i>Network Technical Support</i> NASS
4. Confirm and receive the accomplished request.	4. Monitoring and maintenance	None	1 Hour	<i>Network Technical Support</i> NASS
TOTAL:		None	20 days and 3 hours	



4. Network Fault Management and Modification

To ensure all network parameters are monitored and optimized. It also addresses misconfigurations and network security loopholes within the IT infrastructure of the Bureau.

Office or Division:	Network Administration and Security Section (NASS), Management Information Systems Division (MISD)	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Service Request Form		1. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit service request form	1. Check Network/Endpoint Device Status by determining equipment fault/status	None	30 Minutes	<i>Network Technical Support</i> NASS
None	1.1. Identify host and assess for network security vulnerability through use of network monitoring system (NMS) or any available network monitoring tools	None	30 Minutes	<i>Network Technical Support</i> NASS
None	1.2. Perform initial troubleshooting procedure	None	2 Hours	<i>Network Technical Support</i> NASS
None	1.3. Verify Status and Monitor	None	1 Day	<i>Network Technical Support</i> NASS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Acknowledge and confirm the conducted action	2. Report and Inform concerned office	None	1 Hour	<i>Network Technical Support</i> NASS
TOTAL:		None	1 day and 4 hours	



5. Transfer of ICT Resources (Office Relocation)

Deploys and implements ICT resources following the approved office relocation.

Office or Division:	Network Administration and Security Section (NASS), Management Information Systems Division (MISD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Letter Request for ICT Support for Office Transfer		1.Requesting Office
2.Approval Note with Recommendation		2.MISD
3.Travel Order		3.Office of the Commissioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and other pertinent documents	1. Coordinate and discuss process to end-user	None	30 Minutes	<i>Network Technical Support NASS</i>
None	1.1. Prepare hardware and software and check equipment status/condition	None	7 Days	<i>Network Technical Support NASS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2. Perform deploy, installation and configuration of network resources	None	3 Days	<i>Network Technical Support</i> NASS
None	1.3. Test ICT equipment and verify status	None	1 Hour	<i>Network Technical Support</i> NASS
2. Confirm and receive the ICT equipment.	2. Monitor and turn-over the ICT equipment to end-user.	None	1 Day	<i>Network Technical Support</i> NASS
TOTAL:		None	11 days, 1 hour and 30 mins	



6. Installation and Configuration of ICT Equipment

Deploy and implement ICT resources.

Office or Division:	Engineering and Maintenance Unit (EMU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Service Request Form		1. Client Support Service Unit
2. NWR duly approved by appropriate authorities.		2. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit service request form and other pertinent documents as well as confirm the said request	1. Coordinate confirmation of the request with the End-user	None	10 minutes	<i>Technical Support</i> EMU
None	1.1. Prepare Hardware and Software	None	1 Hour	<i>Technical Support</i> EMU
None	1.2. Property Acknowledgement Receipt (PAR)	None	2 Days	<i>Administrative Staff</i> Property Section
None	1.3 Installation/ Configuration of ICT resources	None	1 Hour	<i>Technical Support</i> EMU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Test the ICT equipment	None	20 Minutes	<i>Technical Support</i> EMU
2. Confirm and receive the ICT equipment	2. Turn-over to End-user	None	10 Minutes	<i>Technical Support</i> EMU
TOTAL:		None	2 days, 2 hours and 40 minutes	



7. Installation and Configuration of BI Systems

Implement and maintain conformity in using the BI Systems

Office or Division:	Client Support Services Unit (CSSU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Service Request Form		1.CSSU, TSS-MISD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide necessary details of the request.	1. Coordinate with the End-User to confirm the details of the request	None	5 Minutes	<i>Technical Support</i> CCSU
None	2. Install/ Configure BI System per work station a. Web-Based Application/System	None	5 Minutes	<i>Technical Support</i> CCSU
None	b. Form-based Application/System	None	35 Minutes	<i>Technical Support</i> CCSU
2. Participate in the systems simulation and provide feedback.	2.1 Test the system and corresponding peripherals as well as reconfigure based on received feedback.	None	1 Minute without issues/concerns	<i>Technical Support</i> CCSU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		None	5 Minutes with issues/concerns	<i>Technical Support</i> CCSU
None	2.2. Confirm the operability of the system from the client	None	1 minute	<i>Technical Support</i> CCSU
TOTAL (Web-Based Application/System):		None	12 Minutes without issues/concern 16 Minutes with issues/concern <i>Note: Processing time is for a single system and work station</i>	
TOTAL (Form-Based Application/System):		None	42 Minutes without issues/concern 46 Minutes with issues/concern	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<i>Note: Processing time is for a single system and work station</i>	

8. Account Request

The process wherein BI employees request to have a user account created and allocated for an identified system in order to perform their respective duties and function.

Office or Division:	Client Support Services Unit (CSSU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	BI Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request Letter		1. CSSU	
2. Personnel Order/Letter Directive		2. Requesting BI Employee	
3. Information System Account Application Form		3. CSSU/Personnel Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit service request form and other pertinent documents as well as confirm the said request	1. Coordinate confirmation of the request with the End-user	None	10 Minutes	<i>Technical Support</i> CCSU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Create Account	None	1 Hour	<i>Technical Support</i> CCSU
2.Approval Account	2. Turn-over to End-user	None	10 Minutes	<i>Technical Support</i> CCSU
TOTAL:		None	1 hour and 20 minutes	

9. Deployment of ICT Equipment

Deploy and implement ICT resources.

Office or Division:	Engineering and Maintenance Unit (EMU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	BI Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice/Letter to the Head of Office		1. MISD	
2. Property Acknowledgement Receipt (PAR)		2. Property Management Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for ICT Equipment.	1. Coordinate confirmation of the request with the End-user	None	10 Minutes	<i>Technical Support</i> EMU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Prepare Hardware and Software	None	30 Minutes	<i>Technical Support EMU</i>
None	1.2. Configure ICT resources	None	30 Minutes	<i>Technical Support EMU</i>
None	1.3. Acquire Property Acknowledgement Receipt (PAR)	None	2 Days	<i>Administrative Staff Property Section</i>
2. Confirm date availability.	2. Draft Travel Order (TO)	None	15 Minutes	<i>Technical Support EMU</i>
None	2.1 Deploy ICT resources	None	2 Days	<i>Technical Support EMU</i>
None	2.2. Test ICT resources	None	1 Hour	<i>Technical Support EMU</i>
3. Receive ICT resources	3. Turn-over to End-user	None	20 Minutes	<i>Technical Support EMU</i>
4.Prepare for Certificate of Appearance	4. Prepare Certificate of Appearance	None	15 Minutes	<i>Technical Support EMU</i>
5.Acknowledge and approve the said certificate	5. Report and Inform concerned office	None	10 Minutes	<i>Technical Support EMU</i>
TOTAL:		None	2 days, 3 hours and 10 minutes	



10. Transfer of ICT Resources (Office Relocation)

Deploy and implement ICT resources following the approved office relocation.

Office or Division:	Engineering and Maintenance Unit (EMU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	BI Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request letter from Head of office duly approved by reappropriate authorities	1. Requesting Office
2. Travel Order	2. Office of the Commissioner
3. Floor Plan	3. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Coordinate with end-user	None	10 Minutes	Technical Support EMU
2. Provide floor plan	2. Receive floor plan from end-user	None	10 Minutes	Technical Support EMU
None	2.1 Conduct inventory update of ICT Equipment	None	1 Hour	Technical Support EMU
None	2.2 Prepare the ICT equipment	None	30 Minutes	Technical Support EMU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Confirm date availability	3. Draft Travel Order (TO)	None	15 Minutes	<i>Technical Support</i> EMU
4. Assist Technical Support on the migration of ICT equipment	4. Migrate ICT equipment to the location of the office	None	7 Days	<i>Technical Support</i> EMU
None	4.1. Test the ICT equipment and conduct dry run	None	2 Days	<i>Technical Support</i> EMU
5. Acknowledge and approve the said certificate	5. Turn-over to End-user and report the Certificate of Appearance to the concerned office	None	1 Hour	<i>Technical Support</i> EMU
TOTAL:		None	9 days, 3 hours and 5 minutes	



11. Preventive Maintenance Services

Performing regularly scheduled maintenance activities of ICT Equipment to help prevent unexpected failures in the future

a. Main and Support Offices

Office or Division:	Engineering and Maintenance Unit (EMU) of the Technical Support Section (TSS), Management Information Systems Division (MISD)	
Classification:	Complex	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Note-request from head of office		1. Requesting Office
2. Travel Order if outside the Main Office		2. Office of the Commissioner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Confirm issued request for ICT equipment assessment	1. Provide Maintenance Schedule	None	5 Minutes	<i>Technical Support</i> EMU
None	1.1 Conduct Inventory of ICT Equipment	None	2 Hours	<i>Technical Support</i> EMU
None	1.2 Conduct ICT Equipment Assessment	None	2 Hours	<i>Technical Support</i> EMU

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CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Recondition	None	2 Hours	<i>Technical Support</i> EMU
None	1.4 Repair	None	7 Days	<i>Technical Support</i> EMU
2. Confirm issued request for replacement of ICT equipment	2. Replace ICT equipment	None	20 Minutes	<i>Technical Support</i> EMU
None	2.1. Test	None	20 Minutes	<i>Technical Support</i> EMU
3. Approve accomplished request	3. Turn-over to End-user	None	10 Minutes	<i>Technical Support</i> EMU
TOTAL:		None	7 days, 6 hours and 55 minutes	



16. Data Amendment

Addition, removal, or update of incorrect data/records.

Office or Division:	Database Management and Security Section (DMSS), Management Information Systems Division (MISD)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	BI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request / Memorandum duly approved by appropriate authorities	1. Requesting Office
2. Filled-out Universal Routing Slip (URS) containing instructions addressed to DMSS	2. MISD-ASU
3. Supporting documents	3. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and other pertinent documents	1. Receive and update URS to indicate receiving information.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.1. Assess the request and determine appropriate action	None	3 Minutes	<i>Database Administrator</i> DMSS
None	1.2. Check completeness of documentary requirements.	None	2 Minutes	<i>Database Administrator</i> DMSS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Endorse received documents to the DMSS Officer-in-Charge (OIC) for further action.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.4. Evaluate and assess the request and determine appropriate action	None	5 Minutes	<i>Chief</i> DMSS
None	1.5. Endorse complete documents to the staff on-duty; otherwise, if incomplete, return the documents to ASU for complete requirements.	None	5 Minutes	<i>Chief</i> DMSS
None	1.6. Amend the data by logging in to the database server	None	2 Minutes (per server)	<i>Database Administrator</i> DMSS
2. Acknowledge and confirm the amended data.	2. Document and inform the requesting office that the data has been amended	None	1 Minute	<i>Database Administrator</i> DMSS
None	2.1 Scan the documents	None	1 Minute	<i>Database Administrator</i> DMSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2. Safe keep the documents	None	1 Minute	<i>Database Administrator DMSS</i>
TOTAL:		None	24 Minutes (per server)	

17. Data Generation

Obtaining data to generate receipts and/or reports.

Office or Division:	Database Management and Security Section (DMSS), Management Information Systems Division (MISD)		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	BI Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.Letter-request / Memorandum		1.Requesting Office	
2.Filled-out Universal Routing Slip (URS) containing instructions addressed to DMSS		2.MISD-ASU	
3.Supporting documents		3.Requesting Office	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and other pertinent documents	1. Receive and update URS to indicate receiving information.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.1. Assess the request and determine appropriate action.	None	3 Minutes	<i>Database Administrator</i> DMSS
None	1.2. Check completeness of documentary requirements.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.3. Endorse received documents to the DMSS Officer-in-Charge (OIC) for further action.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.4. Evaluate and assess the request and determine appropriate action.	None	5 Minutes	<i>Chief</i> DMSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5. Endorse complete documents to the staff on-duty; otherwise, if incomplete, return the documents to ASU for completeness.	None	5 Minutes	<i>Chief</i> DMSS
None	1.6. Start generation of data by logging in to the database server.	None	2 minutes (per server)	<i>Database Administrator</i> DMSS
None	1.7. Create script and generate the requested data.			<i>Database Administrator</i> DMSS
	a. Simple Statistics	None	1 Hour	
None	b. Complex Statistics	None	1 Day	<i>Database Administrator</i> DMSS
None	1.8. Print the data generated.	None	2 Minutes	<i>Database Administrator</i> DMSS
None	1.9. Document and scan the printed data.	None	10 minutes	<i>Chief</i> DMSS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Acknowledge and confirm the amended data.	2. Endorse the generated data to the requesting office	None	5 minutes	Database Administrator DMSS
TOTAL (Simple Statistics):		None	1 Hour and 38 Minutes <i>Note: Processing time is per database server</i>	
TOTAL (Complex Statistics):		None	1 Day and 38 Minutes <i>Note: Processing time is per database server</i>	



18. Development of Project Documentation

This is the process of recording the key project details and producing the documents that are required to implement its success. This focuses on the integration and documentation of building application software, ICT material selection and its assembly into a project.

Office or Division:	Planning and Project Management Unit (PPMU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Highly Technical	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Government Agencies particularly DOJ, DICT and DBM BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request / Memorandum		1. Requesting Office
2. Filled-out Universal Routing Slip (URS) containing instructions addressed to PPMU by MISD Chief/OIC.		2. Administrative Support Unit (ASU)
3. Supporting documents		3. Requesting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide letter request/issued memorandum and other supporting documents	1. Align submitted ICT projects with the DICT endorsed ISSP and prioritize IT-related projects	None	1 day	Staff on duty MISD
None	1.1. Comply with all the necessary documentation requirements needed. prepare the implementation plan of the aligned ICT project.	None	5 days	Supervisor What office?

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Review and/or approve the prepared implementation plan.	2. Coordinate with the requesting office the prepared implementation plan of the aligned ICT project.	None	5 days	Staff on duty MISD
None	2.1. Test and monitor the efficiency and quality of the projects.	None	7 days	Staff on duty MISD
3. Receive the necessary documentation, IT equipment etc. for the released IT projects.	3. Release the final deliverables, hand over project documentation, terminate supplier contracts, release project resources, and communicate the closure of the project to all the customers	None	2 days	Staff on duty MISD
TOTAL:		None	20 days	



19. Development of Division Strategic and Annual Procurement Plans

This is the process of assessing the current condition of various divisions and coming up with a strategic plan based on their insights and observations. Then, prepares the requisite document that the agency needs to produce to reflect the necessary information on the entire procurement activities for goods, services and infrastructure to be procured that it plans to undertake within a calendar year.

Office or Division:	Planning and Project Management Unit (PPMU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Government Agencies - DBM BI Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Directive from BI Commissioner	1. Office of the Commissioner	
2. Memorandum - Submission of Annual Plans and Programs (APP)	2. Finance Management Division	
3. List of ICT Resources / Equipment	3. Requesting Office(s)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide letter request/issued memorandum and other supporting documents	1. Receive notice of submission from SPC, BAC or other concerned offices.	None	10 minutes	<i>Assigned documenter</i> PPMU
2. Coordinate and provide all pertinent information for the project	2. Secure strategic and procurement plans of all units aligned with the DICT endorsed ISSP.	None	5 days	<i>Unit Head</i> PPMU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.1. Consolidate all plans for market study / costing and project prioritization and draft a cover note and proposed plans for review and approval of appropriate authorities.	None	7 days	<i>Assigned Documenter</i> PPMU <i>Unit Head</i> PPMU
3. Review and/or approve the prepared implementation plan.	3. Review prepared documentation by the assigned documenter. If complete or approved, sign a cover note and endorse for final action to the Chief; otherwise, return to staff for corrections.	None	2 days	<i>Unit Head</i> PPMU
4. Receive the accomplished documentation and properly file for safe keeping.	4. Endorse signed documents to MISD - ASU for routing.	None	10 minutes	<i>Assigned Documenter</i> PPMU
TOTAL:		None	14 days and 20 minutes	



20. BI Document Imaging

Conversion of Paper-based documents into digital images via scanner.

Office or Division:	Records Management Support Services Unit (RMSSU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Complex	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Receive folders / boxes		1. Records Section and Derogatory Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward documents for imaging to RMSSU.	1. Receive documents, conduct physical inventory count, and record details in the logbook	None	10 minutes	<i>Document Imaging Specialist</i> RMSSU
None	1.1. Prepare/groom documents for scanning	None	2 days	<i>Document Imaging Specialist</i> RMSSU
None	1.2. Encode document details in Microsoft Excel	None	3 hours	<i>Document Imaging Specialist</i> RMSSU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3. Scan the documents	None	2 days	<i>Document Imaging Specialist</i> RMSSU
None	1.4. Conduct quality control / clean up images	None	4 hours	<i>Document Imaging Specialist</i> RMSSU
None	1.5. Index images & upload to temporary servers	None	4 hours	<i>Document Imaging Specialist</i> RMSSU
None	1.6. Prepare Inventory list, transmittal letter, folder tags and box tags	None	30 minutes	<i>Document Imaging Specialist</i> RMSSU
None	1.7. Sign inventory list, transmittal letter, folder tags and box tags	None	5 minutes	<i>Document Imaging Specialist</i> RMSSU
None	1.8. File documents and tag folders	None	1 day	<i>Document Imaging Specialist</i> RMSSU
None	1.9. File documents and tag folders	None	1 day	<i>Document Imaging Specialist</i> RMSSU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.10 Conduct physical inventory count of processed documents and pack documents in a box	None	30 minutes	<i>Document Imaging Specialist</i> RMSSU
2. Receive processed documents	2. Return documents to originating office	None	15 minutes	<i>Document Imaging Specialist</i> RMSSU
TOTAL:		None	7 days, 2 hours, 30 minutes	

21. Receiving of Correspondences

Receiving of Correspondences in Printout Form from Internal Sources

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	BI Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Note / Memorandum / Request with supporting documents (if needed), approved by appropriate authority.		1. Requesting office
2. Filled-out Universal Routing Slip (URS) indicating that the document is disseminated to the MISD to perform specific action on the request.		2. CRU or ASU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/ document (including in the form of an email) to MISD receiving counters (or thru MISD's ASU email)	1. Update URS to indicate receiving information.	None	2 minutes	<i>Administrative Staff</i> ASU
None	1.1. Access DRTS, pull-up and update document status.	None	3 minutes	<i>Administrative Staff</i> ASU
None	1.2. Open electronic logs and create records of incoming documents.	None	3 minutes	<i>Administrative Staff</i> ASU
None	1.3. Endorse received documents to the appropriate authority for further action. If via email, endorse the printed copy.	None	2 minutes	<i>Administrative Staff</i> ASU
None	1.4. Evaluate and update URS indicating receiving details.	None	5 minutes	<i>Unit Head</i> ASU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5. Assess the request to determine appropriate action.	None	7 minutes	<i>Administrative Staff</i> ASU
None	1.6. Check completeness of documentary requirements.	None	3 Minutes	<i>Administrative Staff</i> ASU
None	1.7. Endorse complete documents to the appropriate unit for action; otherwise, if incomplete, draft NWR and letter of denial for approval of the Chief.	None	25 Minutes	<i>Administrative Staff</i> ASU
None	1.8. Fill in appropriate routing information in the URS and route documents to concerned unit.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.9. Update electronic logs.	None	3 minutes	<i>Administrative Staff</i> ASU
None	1.10 Digitize documents.	None	5 Minutes	<i>Administrative Staff</i> ASU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.11 Route documents as indicated in the URS.	None	4 Minutes	<i>Administrative Staff</i> ASU
None	1.12 Secure signature of the receiving party to evidence release of request.	None	3 Minutes	<i>Administrative Staff</i> ASU
TOTAL:		None	1 hour and 10 minutes	

22. Preparation of Correspondences

Drafting of written communication for routing to Other Government Agencies and Other BI offices (Internal Entities).

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	Government Agencies BI Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter-request / Memorandum	1. Requesting Office		
2. Filled-out Universal Routing Slip (URS) containing instructions from Chief-MISD	2. CRU		
3. Supporting documents	3. Requesting Office		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/document (including in the form of an email) to MISD receiving counters (or thru MISD's ASU email)	1. Update URS to indicate receiving information.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.1. Draft appropriate document (NWR, letter/note-reply or Indorsement) for review and approval of appropriate authorities.	None	25 Minutes	<i>Administrative Staff</i> ASU <i>Unit Head</i> ASU
None	1.2. Secure signature from approving authority.	None	15 Minutes	<i>Administrative Staff</i> ASU
None	1.3. Update electronic log for endorsement.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.4. Digitize documents.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.5. Route documents as indicated in the URS.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.6. Secure signature of the receiving party to evidence release of request.	None	5 Minutes	<i>Administrative Staff</i> ASU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	None	1 Hour and 5 Minutes	

23. Releasing of Correspondences

Releasing of correspondences and Other BI offices (Internal Entities).

Office or Division:	Administrative Support Unit (ASU) of the Office of the Chief, Management Information Systems Division (MISD)			
Classification:	Simple / Complex / Highly Technical, depending on the request			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	BI Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request duly received by the Central Receiving Unit (CRU)		1. Requesting Office		
2. Filled-out Universal Routing Slip (URS) indicating that document is disseminated to the MISD to perform specific action on the request		2. CRU		
3. Supporting documents in case of records verification or requests for data change as required by Data Privacy Act of 2012		3. Requesting Office		
4. Note signed by both the action unit's supervisor and Chief-MISD		4. Requesting Office		
5. Results of data verification, if needed		5. Requesting Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit printout letter request/ document to MISD receiving counters	1. Update URS to indicate receiving information.	None	2 Minutes	<i>Administrative Staff ASU</i>

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Open electronic logs and create records of incoming documents.	None	2 Minutes	<i>Administrative Staff</i> ASU
None	1.2. Endorse to the appropriate reviewing authority for further action.	None	1 Minute	<i>Administrative Staff</i> ASU
None	1.3. Update URS indicating date/time received.	None	2 Minutes	<i>Unit Head</i> ASU
None	1.4. Review documents.	None	5 Minutes	<i>Administrative Staff</i> ASU
None	1.5. Affix initials in cover note of complete & correct documents and endorse for signature of the Chief; otherwise, return to the concerned unit for correction.	None	2 Minutes	<i>Administrative Staff</i> ASU
None	1.6. Fill in appropriate information in the URS.	None	2 Minutes	<i>Administrative Staff</i> ASU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.7. Update electronic logs.	None	2 minutes	<i>Administrative Staff ASU</i>
None	1.8 Digitize documents.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.9. Access DRTS, pull-up and update document status.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.10 Route documents as indicated in the URS.	None	2 Minutes	<i>Administrative Staff ASU</i>
None	1.11. Secure signature of the receiving party for proof of release of request.	None	3 Minutes	<i>Administrative Staff ASU</i>
TOTAL:		None	25 Minutes	



OFFICE OF THE COMMISSIONER

LEARNING AND DEVELOPMENT SECTION (LDS)
Internal Services



1. Conduct Training

Office or Division:	Office of the Commissioner - Learning and Development Section (LDS)
Classification:	Highly Technical Transaction
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency
Who may avail:	BI officials and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Nominee Information Sheet	LDS
Certificate of Availability of Participants	Unit/Section/Division Office of the Head

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit Participants Profile (<i>Nominee Information Sheet and Certificate of Availability to attend the course/seminar</i>)	1. Receive the form from the participant.	None	5 Minutes	<i>Training Staff</i> LDS
None	2. Draft a Letter Directive (LD) to attend a course/seminar.	None	15 Minutes	<i>Staff</i> LDS
None	3. Submit the draft LD for review and recommendation of the Chief, LDS.	None	4 Hours	<i>Staff</i> LDS <i>Chief</i> LDS
None	4. Submit the endorsed LD for the Commissioner's approval.	None	1 Working Day	<i>Commissioner</i>
None	5. Transmit the approved Letter Directive to the Personnel Section for appropriate action.	None	30 Minutes	<i>Training Staff</i> LDS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive notification	6. Inform concerned personnel of the approved LD.	None	15 Minutes	<i>Training Staff</i> LDS
7. Attend Pre-Training Briefing	7. Conduct Pre-Training Briefing	None	1 Hour	<i>Training Officer/Supervisor</i> LDS
8. Participate in the Training Program	8. Conduct Training Program depending on the approved Training Module.	None	As scheduled	<i>Training Officer/Supervisor</i> LDS
8.1. Undertake examination/or required outputs/exercises and activities.	8.1. Conduct Examination or other exercises.	None	2 Hours	<i>Training Officer/Supervisor</i> LDS
None	8.2. Receive the Answer Sheet and other required outputs.	None	5 Minutes	<i>Training Officer/Supervisor</i> LDS
None	8.3. Provide the Evaluation Form to the participant.	None	5 Minutes	<i>Training Staff</i> LDS
9. Fill out and Submit Evaluation Form	9. Receive the Evaluation Form from the participant.	None	5 Minutes	<i>Training Staff</i> LDS
10. Receive the Training Certificate	10. Release Training Certificate	None	5 Minutes	<i>Training Staff</i> LDS
TOTAL:		None	1 Working day, 8 Hours, 25 Minutes and number of days of actual training	



OFFICE OF THE COMMISSIONER
MEDICAL AND DENTAL SECTION (MDS)
Internal Services



1. Issuance of Medical Certificates, Clearances, and Civil Service Commission (CSC) Form 211

Medical Certificates or Clearances are requirements for back-to-work and prolonged leave/absences. The CSC Form 211 is a requirement for Pre-employment Mental Physical-Medical Examinations pursuant to CSC MC 34, s. 1997.

Office or Division:	Medical and Dental Section (MDS)
Classification:	Simple Transaction
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency
Who may avail:	Bureau of Immigration Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Laboratory results, evidence of medical intervention/s, admission order, hospital discharge summary	To be provided by the Applicant
2. CSC form 211 (rev. 2017): a. Blood Test b. Urinalysis c. Chest X-ray d. Drug Test e. Psychological Test f. Neuro-Psychiatric Examination (if applicable)	To be provided by the Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all related documents.	1. Verify personnel's identity via available documents.	None	10 Minutes	<i>Nurse on duty</i> MDS
None.	2. Evaluate submitted documents.	None	30 Minutes	<i>Medical Officer/Dentist</i> MDS
	3. Recommend the issuance of Medical Certificate or Clearance or pending status due to further compliance.	None	5 Minutes	<i>Medical Officer/Dentist</i> MDS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.1 Comply with the requirements of the Medical Officer or Dentist.	3.1 Notify and explain to the patient the lacking requirements prior to the issuance of the Medical Certificate or Clearance.	None	10 Minutes	<i>Medical Officer/Dentist</i> MDS
4. Receive the Medical Certificate and/or Clearance.	4. Issue the Medical Certificate or Clearance and record the details in the database.	None	5 Minutes	<i>Staff</i> MDS
TOTAL:		None	1 Hour	



2. Consultations, Referrals, Medical/Surgical Intervention, Medication

The Medical and Dental Section (MDS) monitors the health condition and manage the present symptoms of employees and transacting clients including Wards.

Office or Division:	Medical and Dental Section (MDS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G) G2G - for government services whose client is a government employee or another government agency
Who may avail:	Patient [Bureau of Immigration Employees, Transacting Clients, Wards]

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Actual present signs and symptoms	Patient
2. Previous and ongoing medical/surgical records, if applicable	Patient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register with MDS.	1. Verify patient's identity via available documents.	None	10 Minutes	<i>Nurse on duty</i> MDS
2. Verbalize present signs and symptoms, if the circumstances warrant or allow.	2. Assess the patient including vital signs taking and physical examination.	None	30 Minutes	<i>Nurse on duty</i> MDS
3. Cooperate and comply with the instructions of the Medical Officer or Dentist.	3. Refer to Medical Officer or Dentist.	None	10 Minutes	<i>Nurse on duty</i> MDS
4. Consult with the Medical Officer or Dentist.	4. Assess and manage the patient.	None	30 Minutes	<i>Medical Officer/Dentist</i> MDS
5. Cooperate with the MDS.	5. Treat, observe, and discharge or transfer the patient to other facility.	None	1 Hour	<i>Medical Officer/Dentist</i> MDS
TOTAL:		None	2 Hours and 20 Minutes	

3. Examination of Newly Committed Wards

The examination of newly committed Ward is a requirement prior to commitment.

Office or Division:	Medical and Dental Section (MDS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	Ward, Security Enforcement Cluster

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of Commitment Order	To be provided by the Arresting Officer or Office
2. Request for Medical Examination	To be provided by the Arresting Officer or Office
3. Additional requirements if Ward is a transferee from another detention facility: a. Chest X-ray b. Quarantine Certificate c. Medical Certificate with 'fit for detention' status	To be provided by the Arresting Officer or Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register with MDS.	1. Verify the ward's identity via available documents.	None	10 Minutes	<i>Nurse on duty</i> MDS
2. Cooperate and comply with the instructions of the MDS Staff. 3. Receive information whether fit or unfit for commitment.	2. Conduct Cephalo-caudal physical examination of ward to be recorded in the MDS Physical Examination (PE) form.	None	20 Minutes	<i>Nurse on duty</i> MDS
	3. Recommend for fit or unfit for commitment based on pertinent medical records and PE.	None	10 Minutes	<i>Medical Officer/Dentist</i> MDS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive copy of ward's PE form.	4. Issue copy of ward's PE form with final recommendation.	None	2 Minutes	<i>Medical Officer/Dentist</i> MDS
TOTAL:		None	42 Minutes	



4. Preparation of Medical/Dental Pass (Non-Emergencies) for Diagnostic Procedures, Health Emergencies, Services, and Follow-Up Consultations with Attending Physicians of Ward

Issuance of medical or dental pass requires an approved Note with Recommendation (NWR) from the Commissioner. Emergency medical pass is needed during urgent cases where ward was brought to a healthcare facility.

Office or Division:	Medical and Dental Section (MDS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G) G2G - for government services whose client is a government employee or another government agency
Who may avail:	Bureau of Immigration Warden's Facility

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Actual present signs and symptoms	Patient
2. Previous and ongoing medical/surgical records, if applicable	Patient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register with MDS.	1. Verify ward's identity via available documents.	None	10 Minutes	<i>Nurse on duty</i> MDS
2. Verbalize present signs and symptoms, if the circumstances warrant or allow.	2. Assess the patient including vital signs taking and physical examination.	None	30 Minutes	<i>Nurse on duty</i> MDS
3. Cooperate and comply with the instructions of the Medical Officer or Dentist.	3. Refer to Medical Officer or Dentist.	None	10 Minutes	<i>Nurse on duty</i> MDS

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Confirm the procedure costs and medical facility/laboratory for non-emergencies.	4. Confirm with the medical facility/laboratory on the schedule of the ward's visit.	None	30 Minutes	<i>Nurse on duty</i> MDS
None	5. Draft Note with Recommendation (NWR) for the issuance of ward's medical pass.	None	15 Minutes	<i>Staff and Chief</i> MDS
None	6. Submit NWR to the Office of the Commissioner for approval.	None	2 Working Days	<i>Staff</i> MDS
None	7. Furnish the BIWF of the approved NWR for appropriate action.	None	5 Minutes	<i>Staff</i> MDS
TOTAL:		None	2 Working Days, 1 Hour and 40 Minutes	

5. Preparation of Emergency Medical Pass for Wards

Emergency medical pass is needed during urgent cases wherein the Ward's life is in imminent danger and in need of immediate medical attention to be brought to a healthcare facility.

Office or Division:	Medical and Dental Section (MDS)
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Wards

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Actual present signs and symptoms	Patient
2. Previous and ongoing medical/surgical records, if applicable	Patient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Cooperate and follow instructions from the MDS Team.	1. Emergency transport of ward to the nearest medical facility upon recommendation by BI Medical Officer and/or duly licensed Government Doctor.	None	1 Hour	Staff MDS and BIWF
None	2. Immediately draft Note with Recommendation (NWR) for the issuance of ward's emergency medical pass.	None	2 Hours	Nurse on duty MDS
None	3. Submit the NWR to the Office of the Commissioner for approval.	None	3 Working Days	Staff MDS
None	4. Furnish the BIWF of the approved NWR for reference	None	5 Minutes	Staff MDS
TOTAL:		None	3 Working days, 3 hours, and 5 minutes	



Planning, Monitoring, and Evaluation Section (PMES)

Internal Services



1. Implementation of the Planning Procedure of the Bureau

The transaction ensures compliance with the Planning Procedure of the Agency.

Office or Division:	Planning, Monitoring, and Evaluation Section (PMES), Planning and Policy Division (PPD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	All Bureau of Immigration (BI) offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of designated primary and alternative planning officers ISO Focal Persons, and Budget Officers for the reconstitution of the Strategic Planning Committee (SPC)		Concerned BI Offices
2. Crafting/reviewing/updating of the Strengths, Weaknesses, Opportunities, and Threats (SWOT)		Concerned BI Offices
3. Formulation and prioritization of Programs/Activities/Project (PAPs)		Concerned BI Offices
4. Participation in Consultation meetings		SPC
5. Submission and endorsement of finalized PAPs		Concerned BI Offices
6. Participation to the preparatory meetings for the Mid-Year Assessment (MYA)		SPC
6.1. Submission of updates and reports on PAPs		Concerned BI Offices
6.2. Submission of Root Cause Analysis (RCA) for unmet targets and/or cancelled PAPs		Concerned BI Offices
7. Participation to the MYA		SPC
8. Preparatory Meetings for Year End Assessment (YEA)		SPC
9. Conduct of Preparatory Meetings for YEA		Concerned BI Offices
9.1. Submission of updates and reports on PAPs as well as evaluation of its effectiveness.		Concerned BI Offices, PPD
9.2. Submission of RCA for unmet targets and/or cancelled PAPs		Concerned BI Offices
10. Participation to the YEA and Strategic Planning		SPC

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Compliance with the identified actionable item/s through Completed Staff Work (CSW)	1. Receive CSW and encode in the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transmit to PMES.	None	30 Minutes	PMES
	1.2. Receive document	None	1 Minute	PMES
	2. Evaluate the completeness and appropriateness of the submitted CSW	None	3 Working Days	PMES
	2.1. Return to concerned BI offices for modification of the CSW	None	2 Hours	PMES and/or Administrative Unit
	a. Receive modified CSW	None	5 Minutes	PPD - Administrative Unit
	b. Transmit the modified CSW to PMES	None	30 Minutes	PPD - Administrative Unit
	c. Receive modified CSW	None	1 Minute	PMES
	d. Evaluate the completeness and appropriateness of the modified CSW	None	2 Working Days	PMES
	3. Consolidation of compliances and/or preparation of report for the	None	7 Working Days	PMES

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	management including Minutes of the Meetings (MOM).			
	4. Transmittal to concerned BI offices for signature of the action document(s).	None	3 Working Days	PMES
	5. Transmittal to the Supervising Deputy Commissioner of SPC for review and/or approval of the action document(s).	None	2 Working Days	PMES
	6. Transmittal to the Commissioner for review and/or approval of the action document(s).	None	2 Working Days	PMES
2. Receive and acknowledge the transmitted action document(s).	7. Transmittal to concerned BI offices for ready reference and/or appropriate action via electronic mail (e-mail).	None	4 Hours	PMES or Administrative Unit
	Total	None	17 working days, 4 hours and 36 minutes (without issues) 19 days, 7 hours and 12 minutes (with issues)	



2. Accomplishment of Status of Committed Programs/Activities/Projects (PAPs) to the Department of Justice (DOJ) in the Bureau of Immigration Information System (BIIS) Portal PAPs – Dashboard

The transaction promotes transparency and accuracy on the actual status of PAPs to aid in decision making.

Office or Division:	Planning, Monitoring, and Evaluation Section (PMES), Planning and Policy Division (PPD)	
Classification:	Simple Transaction	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	All Bureau of Immigration (BI) Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Status Report from the concerned office for the encoding/updating of status of committed PAPs		Concerned BI Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit status report on the committed PAPs.	1. Receive the submitted status on PAPs and encode in the office database.	None	5 Minutes	PPD - Administrative Unit
	2. Transmit the report to PMES.	None	30 Minutes	PPD - Administrative Unit
	3. Encode and finalize the entries in the PAPs dashboard.	None	4 Hours	PPD-Planning, Monitoring and Evaluation Section (PMES)
	Total	None	4 hours and 35 minutes	



3. Preparation of the Bureau of Immigration (BI) Annual/Quarterly Physical Report of Operations

The transaction ensures compliance with the documented information required by the Department of Budget and Management (DBM).

Office or Division:	Planning, Monitoring, and Evaluation Section (PMES), Planning and Policy Division (PPD)
Classification:	Complex Transaction
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency
Who may avail:	Management Information Systems Division (MISD), International Ports of Entry and Exit (IPEE), Immigration Regulation Division (IRD), Intelligence Division, Anti-Terrorist Group (ATG), Fugitive Search Unit (FSU), Implementing Unit - Board of Commissioners (BOC-IU), Data Collection and Analysis Unit (DCAU) - PPD
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Data from concerned offices	MISD, IPEE, IRD, Intelligence Division, ATG, FSU, BOC-IU
2. Preparation of the form from the Budget Section, Financial and Management Division (FMD)	Budget Section, FMD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required data	1. Receive and encode in the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transit to PMES	None	30 Minutes	PMES
	1.2. Receive document	None	1 Minute	PMES
	2. Evaluate the completeness and accuracy of the data.	None	6 Hours	PMES
	2.1. Return to concerned BI office(s) for finalization of data.	None	30 Minutes	PMES and/or Administrative Unit
	a. Receive finalize data	None	5 Minutes	PPD - Administrative Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	b. Transmit the modified data to PMES	None	30 Minutes	PPD - Administrative Unit
	c. Receive modified data	None	1 Minute	PMES
	d. Evaluate the completeness and accuracy of the modified data	None	2 Working Days	PMES
	3. Consolidation of data and finalization of Physical Report of Operations.	None	4 Hours	PMES
	4. Review of the FMD on the accomplished Physical Report of Operations prior transmittal to Office of the Commissioner (OCom)	None	1 Hour	FMD
	4.1. Submission to OCOM	None	30 Minutes	PMES and/or Administrative Unit
	4.2. Review and/or approval of the Physical Report of operations	None	3 Working Days	OCom
	5. Transmittal to the FMD and concerned BI Offices of the approved Physical Report of operations.	None	30 Minutes	PMES and/or Administrative Unit
	Total	None	4 working days, 2 hours and 6 minutes (without issues) 6 working days, 2 hours and 12 minutes (with issues)	



Quality Management System Section (QMSS)

Internal Services



1. Conduct of Integrated Mid-Year Assessment (MYA) and Management Review (MR)

Office or Division:	Planning and Policy Division (PPD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	All Bureau of Immigration (BI) offices involved in the ISO Quality Management System (QMS) Certification	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Note with Recommendation (NWR) for the conduct of MR		PPD
2. Action Documents such as Letter Directive (LD) / Travel Order (TO) for the participants of MR, Memorandum, etc.		PPD
3. Program Flow (including the agenda items)		PPD
4. Compliance to the MR Agenda Items which cover, but is not limited to the following: a. Status of actions from previous management reviews; b. Changes in external and internal issues relevant to the QMS; c. Performance and effectiveness of the QMS, including trends in the following: - Customer satisfaction and feedback from relevant interested parties; - The extent to which the Quality objectives have been met; - Process performance and conformity of products and services; - Nonconformities and corrective actions; - Monitoring and measurement results; - Audit results; - Performance of external providers; d. Adequacy of resources; e. Effectiveness of actions taken to address risks and opportunities; and f. Opportunities for improvement		PPD, all concerned BI offices

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Craft the NWR for the conduct of MYA and MR including action documents i.e., Letter Directive (LD) / Travel Order (TO) for the participants of MR, among others	None	3 Working Days	PPD Chief; PPD Deputy Chief for Planning, Quality Management and Administration; Planning, Monitoring and Evaluation Section (PMES); Quality Management System Section (QMSS); and MR Secretariat
2. None	2. Prepare the Program Flow, Agenda Items and Presentations.	None	7 Working Days	PPD, PMES, QMSS, and MR Secretariat
3. Submit compliances	3. Compile all the compliances required from concerned offices for incorporation in the presentations.	None	5 Working Days	PPD, PMES, QMSS, and MR Secretariat
4. None	4. Conduct Dry Run, if applicable	None	1 Working Day	PPD, PMES, QMSS, and MR Secretariat
5. None	6. Conduct MYA and MR Proper	None	3 Working Days	Top Management, Concerned Offices, PPD, PMES, QMSS, and MR Secretariat
	Total	None	19 Working Days	



2. Conduct of Third-Party Audit

Office or Division:	Planning and Policy Division (PPD)
Classification:	Highly Technical Transaction
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency
Who may avail:	All Bureau of Immigration (BI) offices involved in the ISO Quality Management System (QMS) Certification

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Quality Manual	All BI Offices
2. Organizational Structure	All BI Offices
3. Business Process Map	All BI Offices
4. Process Flowchart	All BI Offices
5. Production Control Plan [Production Control Plan may include Minutes of Meeting, Note/s with Recommendation (NWR), Reports, and other communications reflecting elevated issues and concerns; all other documented information evidencing control mechanisms as enumerated in Section 8.5.1 Control of Production and Service Provision of the BI Quality Manual <i>[COM05.QM dated 04 October 2022, Page 30]</i>	All BI Offices
6. Management Review (MR) Minutes	MR Secretariat
7. Context of Organization, Needs and Expectations Strengths, Weaknesses, Opportunities and Threats (SWOT) List of Interested Parties (LIPs)	All BI Offices
8. Risk and Opportunities Register Risk Management Action Document (RMAD)	All BI Offices
9. Actions taken on Customer complaints, monitoring of issued Corrective Action Forms (CAFs) and Opportunities for Improvement (OFIs)	Good Governance Unit (GGU) and concerned BI offices

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. Calibration and Preventive Maintenance Plan	Management Information Systems Division (MISD) and Anti-Fraud Section (AFS)
11. Internal Quality Audit (IQA) Plan	IQA
12. IQA Findings: a. Opportunity for Improvement b. Corrective Action Form/s c. Audit Report/s	All BI Offices
13. Training Plan (Training Needs Analysis)	All BI Offices
14. Key Performance Indicators/Objective target Division, Section, Office and Individual Performance Commitment and Review (DPCR, SPCR, OPCR, and IPCR)	All BI Offices
15. NWR and Document Review and Approval Form (DRAF)	PPD
16. NWR for the conduct of the Third-Party Audit	External Auditor
17. Audit Plan from the External Auditor	PPD
18. Letter Directive (LD) /Travel Order (TO) for the participants of Third-Party Audit	PPD
19. Memorandum	PPD
20. Program Flow	PPD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Craft the NWR for the preparation on the conduct of Third-Party Audit including action documents i.e., Memorandum, LD/TO for the participants of Third-Party Audit, Program Flow, etc.	None	3 Working Days	Commissioner, ISO-QMS Supervising Deputy Commissioner, PPD, QMSS, and ISO-QMS Core Team

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Prepare and/or revise controlled and/or approved mandatory documented information (hard and soft copies) with NWR and Document Review and Approval Form (DRAF).	2. Review the accuracy, completeness and content of documented information for recommending approval of the ISO-QMS Supervising Deputy Commissioner prior approval of the Commissioner.	None	12 Working Days	Commissioner, ISO-QMS Supervising Deputy Commissioner, Division Chiefs, PPD, QMSS, and ISO-QMS Core Team
3. Conduct the Third-Party Audit.	3. Assist the Third-Party Auditors during the audit proper; Provision of mandatory documented information requested by the Third-Party Auditor.	None	3 Working Days	PPD, QMSS and ISO-QMS Core Team
4. Accomplish issued Corrective Action Form/s (CAFs) and Opportunities for Improvement (OFIs) for identified nonconformities and observations, respectively.	4. Encode the CAF and Opportunity for Improvement Form (OFIF) approved by the ISO-QMS Supervising Deputy Commissioner and/or the Commissioner for monitoring.	None	2 Working Days	PPD, QMSS, and concerned Core and Support Process Representatives
	Total	None	20 Working Days	



3. Revision of Bureau of Immigration (BI) Quality Management System Manual

Office or Division:	Planning and Policy Division (PPD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	All BI offices involved in the ISO Quality Management System (QMS) Certification	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Note With Recommendation (NWR) for the Revision of the Manual	PPD	
2. Memorandum for the submission of comments, inputs, and/or recommendations for updating and revising the BI QMS Manual	PPD	
3. Supporting documents such as basis of the proposed modifications	All concerned offices	
4. Document Review and Approval Form (DRAF)	PPD	
5. Revision History	PPD	
6. Table of Contents	PPD	
7. Revised QMS Manual	PPD, ISO-QMS Core Team	
8. Updated and approved Matrix of Scope/Processes and Sites of the Bureau's QMS, if applicable	PPD	
9. Updated Controlled/Approved Business Process Map, if applicable	All core and support processes	
10. Updated Bureau-wide Organizational Chart, if applicable	Office of the Commissioner (OCom)	
11. Updated and approved Quality Policy and Objectives, if applicable	All core and support processes	
12. Report of Review (RoR) of the consolidated comments, inputs, recommendations for the updating and revision of the BI QMS Manual	PPD	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Craft the NWR with action documents such as Memorandum, Letter Directive (LD) for the reconstitution of ISO-QMS Core Team, etc.	None	3 Working Days	PPD, QMSS, ISO-QMS Core Team Secretariat
2. Submit the compliances based on the issued action document(s)	2. Consolidate, review and incorporate the compliances in the BI QMS Manual working draft	None	7 Working Days	PPD, QMSS, ISO-QMS Core Team Secretariat
3. Submit comments, inputs, and/or recommendations for updating and revising the BI QMS Manual	3. Incorporate the applicable comments, inputs and/or recommendations in the BI QMS Manual working draft	None	3 Working Days	PPD, QMSS, ISO-QMS Core Team Secretariat, Core and Support Process Representatives
	3.1. Craft the RoR	None	3 Working Days	QMSS, ISO-QMS Core Team Secretariat
4. None	4. Submit revised BI QMS Manual for review and/or approval of the Supervising Deputy Commissioner for ISO-QMS and the Commissioner.	None	4 Working Days	Top Management, PPD, ISO-QMS Core Team
	Total	None	20 Working Days	



4. Registration, Distribution and Control of Documented Information.

Office or Division:	Planning and Policy Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	All BI offices involved in the ISO Quality Management System (QMS) Certification	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Master copy of the Document		PPD, Documents Control Unit (DCU)
2. Document Review and Approval Form (DRAF)		PPD, DCU
3. Note with Recommendation (NWR)		PPD, DCU
4. Revision History		PPD, DCU
5. Repealed Copy, <i>if applicable</i>		PPD, DCU
6. Universal Routing Slip (URS)		PPD, DCU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the original or electronic copies of approved documented information	1. Receive the documented information for stamping of "MASTER COPY" in red-colored ink at the upper right-hand on pages of documented information	None	1 Hour	DCU, Local Document Custodian (LDC) of concerned office
	1.1. Update the Database for documented information	None	1 Hour	DCU, LDC of concerned office
2. Reproduce and distribute new or revised documented information	2. Stamping of "CONTROLLED" in blue-colored ink at the upper right-hand on pages of documented information	None	30 Minutes	DCU
	2.1. Encoding of office code in the "CONTROLLED" stamp option		30 Minutes	DCU

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Surrender the obsolete copies, if applicable	3. Cancellation of documented information stamped with MASTER COPY/CONTROLLED by stamping "OBSOLETE COPY" in purple-colored ink at the upper right-hand on the pages of documented information	None	30 Minutes	DCU, LDC of concerned office
4. Sign the Distribution List	4. For safe-keeping of the documented information	None	30 Minutes	DCU
	Total	None	2 Hours	



Policy Formulation, Development and Review Section (PFDRS) Internal Services



1. Implementation of the Policy Formulation, Development, and Review Procedure of the Bureau

For evaluation, preparation, and/or improvement of existing and proposed Bureau of Immigration (BI) - wide policies

Office or Division:	Planning and Policy Division (PPD) - Policy Formulation, Development, and Review Section (PFDRS)	
Classification:	Complex Transaction (not more than 7 working days, extendible to additional 7 working days provided that the requesting party signed the written notification for the said extension) Highly Technical Transaction (not more than 20 working days, extendible to additional 20 working days provided that the requesting party signed the written notification for the said extension)	
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency	
Who may avail:	BI Offices	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Note With Recommendation (NWR) with corresponding draft action document/s: a. References including and specifying legal basis/bases, rationale, national legislation/policies b. Feasibility of Study, if applicable c. Reports d. Corrective Action Form/s e. Opportunity for Improvement/s NWR shall include a portion indicating concurrence of all offices concerned whose services or processes may be affected by the policy.	Concerned BI offices
	2. Revision of the NWR and/or action document(s) to ensure: a. Consistency with legal instrumentalities (i.e. Regulatory, Statutory, Local and National Issuances, etc.) b. Complementary with the BI Mandate, Mission, Vision, Quality Policy and Objectives, and Strategic Directions including Anti-Corruption, Modernization, National Security, Rightsizing, and Personnel Empowerment c. Budgetary and logistical requirements	Office of the Commissioner (OCom), PPD, Legal Division if applicable, and other concerned BI entities

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit NWR with corresponding Completed Staff Work (CSW)	1. Receive NWR and CSW as well as encode in the office database.	None	5 Minutes	PPD- Administrative Unit
	1.1. Transmit to PFDRS	None	30 Minutes	PFDRS
	1.2. Receive the document.	None	1 Minute	PFDRS
	2. Evaluate the completeness and appropriateness of the submitted NWR and CSW.	None	3 Working Days for Complex Transactions 12 Working Days for Highly Technical Transactions	PFDRS
If applicable: Receive the inputs for the NWR and/or CSW	2.1. Return to concerned BI offices for modification of the NWR and/or CSW.	None	2 hours	PFDRS and/or Administrative Unit
	a. Receive modified NWR and/or CSW	None	5 Minutes	PPD-Administrative Unit
	b. Transmit the modified NWR and/or CSW to PFDRS	None	30 Minutes	PPD-Administrative Unit
	c. Receive modified NWR and/or CSW.	None	1 Minute	PFDRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	d. Evaluate the completeness and appropriateness of the modified NWR and/or CSW.	None	1 Working Day for Complex Transactions 3 Working Days for Highly Technical Transactions	PFDRS
	3. Recommending for approval or disapproval of the NWR and/or CSW.	None	2 Working Days for Complex Transactions 4 Working Days for Highly Technical Transactions	PPD-PFDRS
	Total	None	For Complex Transactions 5 Working Days and 36 Minutes (Without issues) 6 Working Days, 3 hours, and 12 Minutes (With issues)	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<p>For Highly Technical Transactions</p> <p>16 Working Days and 36 Minutes (Without issues)</p> <p>19 Working Days, 3 hours, and 36 Minutes (With issues)</p>	



Administrative Unit Internal Services



1. Compliance to Submission of Consolidated Monthly Accomplishment Report (CMAR)

Office or Division:	Administrative Unit, Planning and Policy Division (PPD)
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Simple
Who may avail:	PPD Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplishment Report	PPD Employees

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide accomplishment report	1. Prepare the CMAR	None	1 working day	Staff, Administrative Unit
2. None	2. Consolidate accomplishment reports	None	1 working day	Staff, Administrative Unit
3. None	3. Print CMAR with attachments such as Letter Directive/s, Travel Order/s, and Personnel Locator Slip/s	None	1 hour	Staff, Administrative Unit
4. Sign the accomplishment report	4. Sign the CMAR to certify the completion of actual duties and tasks	None	5 minutes	Chief, PPD
5. None	5. Transmit the CMAR for the current month with attachments to the Administrative Division not later than the 3 rd day of each succeeding month	None	15 minutes	Staff, Administrative Unit
	Total	None	2 working days, 1 hour and 20 minutes	



2. Compliance to Submission of Division Performance Commitment and Review (DPCR)

Office or Division:	Administrative Unit, PPD
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Complex
Who may avail:	PPD Chief

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Actual Accomplishments	Individual Monthly Accomplishment Report (IMAR) of the PPD Chief and CMAR of the PPD Employees

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare the DPCR	None	3 working days	Staff, Administrative Unit
2. Sign the Commitment portion of the DPCR (a.)	2. Review and approve the commitments of the division chief in the DPCR (b. and c.)	None	30 minutes	Commissioner, or his authorized representative
3. None	3. Tally the actual accomplishments of the division	None	2 working days	Staff, Administrative Unit
4. Sign the discussion of the assessment (q.) part of the DPCR	4. Assess and discuss the assessment of performance with the division chief; and provide final rating (r. and s.)	None	1 working day	Commissioner, or his authorized representative
5. None	5. Transmit the DPCR to the Personnel Section	None	15 minutes	Staff, Administrative Unit
	Total	None	6 working days and 45 minutes	



3. Compliance to Submission of Individual Performance Commitment and Review (IPCR)

Office or Division:	Administrative Unit, PPD
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Complex
Who may avail:	PPD Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Actual Accomplishments	CMAR of the PPD Employees

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare the IPCR	None	3 working days	Staff, Administrative Unit
2. Sign the Commitment portion of the IPCR (a.)	2. Review and approve the commitments of the employee in the IPCR (b. and c.)	None	30 minutes	Concerned Unit Head/Section Chief (if applicable), concerned Deputy Chief, and the PPD Chief
3. None	3. Tally the actual accomplishments of the employee	None	2 working days	Staff, Administrative Unit
4. Sign the discussion of the assessment (q.) part of the IPCR	4. Assess and discuss the assessment of performance with the employee; and provide final rating (r. and s.)	None	1 working day	Concerned Unit Head/Section Chief (if applicable), concerned Deputy Chief, and the PPD Chief
5. None	5. Transmit the IPCR to the Personnel Section	None	15 minutes	Staff, Administrative Unit
	Total	None	6 working days and 45 minutes	



4. Compliance to Submission of Project Procurement Management Plan (PPMP)

Office or Division:	Administrative Unit, PPD	
Classification:	G2G - for government services whose client is a government employee or another government agency	
Type of Transaction:	Simple	
Who may avail:	PPD	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. List of Equipment, Supplies, Services, and Events	PPD, in collaboration with concerned offices	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide list of needed equipment, supplies, services, as well as requirements for the conduct of events	1. Prepare, research, and print the PPMP, taking into consideration the Division's office requirements crucial to the efficient discharge of day-to-day operations, mandates, and functions	None	1 working day	Staff, Administrative Unit
2. None	2. Prepare and print attachments composed of images and specifications of each requested equipment or supply.	None	1 working day	Staff, Administrative Unit
3. None	3. Review and approval of the PPMP	None	6 hours	Head, Administrative Unit; Chief, PPD
4. None	4. Transmit the PPMP with attachments to the Procurement Management Unit (PMU)	None	5 minutes	Staff, Administrative Unit
	Total	None	2 working days, 6 hours, and 5 minutes	



5. Compliance to Submission of Recommendation for Renewal of Services of PPD's Contractual Employees

Office or Division:	Administrative Unit, PPD	
Classification:	G2G - for government services whose client is a government employee or another government agency	
Type of Transaction:	Complex	
Who may avail:	PPD Contractual Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. IPCR		201 File Unit, Personnel Section
2. Updated Personal Data Sheet		Concerned Contractual Employee
3. Photocopy of Authenticated Certificate of Eligibility (CSC, RA 1080, PD 907, etc.)		Concerned Contractual Employee
4. Photocopy of Certified True Copy of School Diploma		Concerned Contractual Employee
5. Photocopy of Certified True Copy of School Transcript of Record		Concerned Contractual Employee
6. National Bureau of Investigation (NBI) Clearance		Concerned Contractual Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide required documents for the renewal	1. Receive the complete requirements for the renewal of Contractual employees	None	5 minutes	Staff, Administrative Unit
2. None	2. Prepare the IPCR	None	3 working days	Staff, Administrative Unit
3. Sign the Commitment portion of IPCR (a.)	3. Review and approve the commitments of the employee in the IPCR (b. and c.)	None	30 minutes	Concerned Unit Head/Section Chief (if applicable), concerned Deputy Chief, and the PPD Chief
4. None	4. Tally the Actual Accomplishments of Contractual Employees	None	2 working days	Staff, Administrative Unit

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5. Sign the discussion of the assessment (<i>q.</i>) part of the IPCR	5. Assess and discuss the assessment of performance with the employee; and provide final rating (<i>r. and s.</i>)	None	1 working day	Concerned Unit Head/Section Chief (if applicable), concerned Deputy Chief, and the PPD Chief
6. None	6. Transmit the required documents for renewal of Contractual employees to the Personnel Section	None	15 minutes	Staff, Administrative Unit
	Total	None	6 working days and 50 minutes	



6. Compliance to Submission of Recommendation for Renewal of Services of PPD's Job Orders

Office or Division:	Administrative Unit, PPD	
Classification:	G2G - for government services whose client is a government employee or another government agency	
Type of Transaction:	Complex	
Who may avail:	PPD Job Orders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Endorsement for Renewal/Non-Renewal of Contract of Service	Administrative Unit, PPD	
2. Engagement of Services	Administrative Unit, PPD	
3. IPCR	201 File Unit, Personnel Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare and print the Endorsement for Renewal / Non-Renewal of Contract of Service, and Engagement of Services of Job Orders	None	1 working day	Staff, Administrative Unit
2. None	2. Recommend and Approve the Endorsement for Renewal / Non-Renewal of Contract of Service	None	30 minutes	Head, Administrative Unit; Chief, PPD
3. Sign the Engagement of Services	3. Receive the signed Engagement of Services	None	5 minutes	Staff, Administrative Unit
4. None	4. Prepare the IPCR	None	2 working days	Staff, Administrative Unit
5. Sign the Commitment portion of the IPCR (a.)	5. Review and approve the commitments of the Job Order in the IPCR (b. and c.)	None	30 minutes	Concerned Unit Head/Section Chief (if applicable), Deputy Chief, and the PPD Chief

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. None	6. Tally the Actual Accomplishments of Job Orders	None	2 working days	Staff, Administrative Unit
7. Sign the discussion of the assessment (q.) part of the IPCR	7. Assess and discuss the assessment of the performance with the Job Order; and provide final rating (r. and s.)	None	1 working day	Concerned Unit Head/Section Chief (if applicable), concerned Deputy Chief, and the PPD Chief
8. None	8. Transmit the Endorsement, together with all the required documents to the Personnel Section	None	15 minutes	Staff, Administrative Unit
	Total	None	6 working days, 1 hour and 20 minutes	



7. Compliance to Submission of Training Needs Analysis (TNA)

Office or Division:	Administrative Unit, Planning and Policy Division
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Simple
Who may avail:	PPD Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. List of needed trainings and seminars	PPD Employees

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide the list of needed trainings and seminars	1. Prepare and print the TNA, taking into consideration the training needs of the division, including all sections and units	None	2 working days	Staff, Administrative Unit
2. None	2. Review and recommend the TNA	None	6 hours	Head, Administrative Unit; Chief, PPD
3. None	3. Transmit the TNA to the LDS	None	15 minutes	Staff, Administrative Unit
	Total	None	2 working days, 6 hours, and 45 minutes	



Data Collection and Analysis Unit (DCAU)

Internal Services



1. Analysis of the Adequacy of Resources of Bureau of Immigration (BI) Offices

Office or Division:	Data Collection and Analysis Unit (DCAU) Planning and Policy Division (PPD)
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Complex
Who may avail:	All BI Offices
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Semi-annual consolidated report on the BI's Adequacy of Resources from the Administrative Division	Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the consolidated report on the BI's Adequacy of Resources to PPD.	1. Receive the consolidated report and encode to the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transmit the report to DCAU	None	30 Minutes	DCAU
	1.2. Receive the report.	None	1 Minute	DCAU
	2. Review the received report and conduct comparative/trend analysis based on available data.	None	3 Working Days	DCAU
	3. Brainstorm regarding the analytical report with the PPD Acting Chief; Deputy Chief for Planning, Quality Management and Administration; Quality Management System Section	None	1 Working Days	PPD-DCAU; PPD-Acting Chief; Deputy Chief for Planning, Quality Management and Administration; QMSS Chief; and Head of Administrative Unit

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	(QMSS) Chief; and Head of the Administrative Unit for review and/or finalization.			
	4. Prepare the final report in PowerPoint and narrative format.	None	2 Working Days	DCAU
	5. Submit copy of the final report to the Secretariat of the Management Review (MR).	None	5 Minutes	DCAU
	Total	None	6 Working Days and 41 Minutes	



2. Consolidation of Office Output based on the Quality Objectives - Office/Division/Section/Performance Commitment and Review (OPCR/DCPR/SCPR) Correlation Matrix

Office or Division:	Data Collection and Analysis Unit (DCAU) Planning and Policy Division (PPD)
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Highly-Technical
Who may avail:	Concerned BI Offices
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Consolidation of Office Output based on the Quality Objectives - Office/Division/Section/Performance Commitment and Review (OPCR/DCPR/SCPR) Correlation Matrix	BI Concerned Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit monthly compliance based on the approved Correlation Matrix.	1. Receive the monthly compliance and encode to the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transmit the compliance to DCAU.	None	30 Minutes	DCAU
	1.2. Receive the compliance.	None	1 Minute	DCAU
	2. Review and consolidate the received inputs and conduct comparative/trend analysis based on available data.	None	7 Working Days	DCAU
	3. Brainstorm regarding the analytical report with the PPD Acting Chief; Deputy Chief for Planning, Quality	None	4 Working Days	PPD-DCAU; PPD-Acting Chief; Deputy Chief for Planning, Quality Management and Administration;

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Management and Administration; Quality Management System Section (QMSS) Chief; and Head of the Administrative Unit for review and/or finalization.			QMSS Chief; and Head of Administrative Unit
	4. Accomplish the Correlation Matrix based on the deliberations during the brainstorming sessions.	None	3 Working Days	DCAU
	5. . Prepare the final report in PowerPoint and narrative format.	None	5 Working Days	DCAU
	6. Submit copy of the final report to the Secretariat of the Management Review (MR).	None	5 Minutes	DCAU
	Total	None	19 Working Days and 46 Minutes	



3. Collection of Data for the Bureau of Immigration (BI) Physical Report of Operations

Office or Division:	Data Collection and Analysis Unit (DCAU) Planning and Policy Division (PPD)
Classification:	G2G - for government services whose client is a government employee or another government agency
Type of Transaction:	Complex
Who may avail:	Management Information Systems Division (MISD), International Ports of Entry and Exit (IPEE), Immigration Regulation Division (IRD), Intelligence Division, Anti-Terrorist Group (ATG), Fugitive Search Unit (FSU), Implementing Unit - Board of Commissioners (BOC-IU), Financial and Management Division (FMD)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Data from concerned offices	MISD, IPEE, IRD, Intelligence Division, ATG, FSU, BOC-IU, FMD
2. Preparation of the form from the Budget Section, FMD indicating the target set of the Department of Budget and Management (DBM)	Budget Section, FMD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required data	1. Receive and encode in the office database.	None	5 Minutes	PPD - Administrative Unit
	1.1. Transmit to DCAU.	None	30 Minutes	DCAU
	1.2. Receive document	None	1 Minute	DCAU
	2. Evaluate the completeness and accuracy of the data.	None	6 Hours	DCAU
	2.1. Return to concerned BI office(s) for finalization of data.	None	30 Minutes	DCAU and/or Administrative Unit
	a. Receive finalize data.	None	5 Minutes	PPD - Administrative Unit

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	b. Transmit the modified data to DCAU	None	30 Minutes	PPD - Administrative Unit
	c. Receive modified data	None	1 Minute	DCAU
	d. Evaluate the completeness and accuracy of the modified data	None	2 Working Days	DCAU
	3. Consolidation and finalization of data for the Physical Report of Operations.	None	4 Hours	DCAU
	4. Brainstorm regarding the data with the PPD Acting Chief; Deputy Chief for Planning, Quality Management and Administration; and Planning, Monitoring and Evaluation Section (PMES) Chief, for review and/or finalization	None	3 Working Days	PPD-DCAU; PPD-Acting Chief; Deputy Chief for Planning, Quality Management and Administration; PMES Chief
	5. Transmittal to the PMES for the accomplishment of the Physical Report of Operations.	None	30 Minutes	DCAU and/or Administrative Unit
	Total	None	4 Working Days, and 36 Minutes (Without Issues) 6 Working Days, 1 Hour and 42 Minutes (With Issues)	



VERIFICATION AND COMPLIANCE DIVISION (VCD)
ANTI-FRAUD SECTION (AFS)
INTERNAL SERVICES



1. Examination of Referred Questioned Document/s

The AFS conducts cursory examination of referred questioned document/s.

Office or Division:	Anti-Fraud Section (AFS)			
Classification:	Simple Transaction			
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency			
Who may avail:	Secondary Inspectors AFS Laboratories in Ninoy Aquino International Airport (NAIA) T1, T3, Clark International Airport (CIA) and all international offices and/or other offices in BI Main Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
AFS Laboratories in NAIA T1, T3, and CIA 1. Duly accomplish referral form, BI Form VCD2.QF.005		AFS Laboratories in NAIA T1, T3, and CIA. <i>AFS provided a copy of BI Form VCD2.QF.005 to Immigration Protection and Border Enforcement Section (I-PROBES).</i>		
2. Original security question document/s		International Ports of Entry and Exit (IPEE), I-PROBES		
AFS – Main Office 1. Request Letter address to the Acting Chief, AFS		Letter request is provided by other offices in BI Main Office.		
2. Original security question document/s		Legal Division (LD), Tourist Visa Section (TVS), Alien Registration Division (ARD), Immigration Regulation Division (IRD), Board of Special Inquiry (BSI)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out referral form from AFS Laboratories in NAIA T1, T3, and CIA and/or submit request letter addressed to the Acting Chief of the AFS, together with the original security questioned document/s to AFS	1. Review and post audit Board of Commissioner (BOC)-approved visa application folder received from the Office of the Board Secretary (OBS).	None	1 Day (per questioned document)	<i>On-Duty Document Examiner</i> AFS
TOTAL:		None	1 Day (per questioned document)	



2. Quick Check of Questioned Document/s

The AFS conducts quick examination of referred questioned document/s.

Office or Division:	Anti-Fraud Section (AFS)			
Classification:	Simple Transaction			
Type of Transaction:	G2G - for government services whose client is a government employee or another government agency			
Who may avail:	Primary and Secondary Inspectors AFS Laboratories in Ninoy Aquino International Airport (NAIA) T1, T3, and Clark International Airport (CIA) <i>and/or</i> concerned offices in BI Main Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original security questioned document/s for quick check		AFS Laboratories in NAIA T1, T3, and CIA Primary/Secondary Inspectors AFS Laboratories in NAIA T1, T3, and CIA		
2. Universal Routing Slip (URS)		AFS - Main Office Concerned offices in BI-Main Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the original security questioned document/s to AFS with Universal Routing Slip (URS)	1. Conduct quick check Document Examination of the questioned document/s	None	30 Minutes (per questioned document)	<i>On-Duty Document Examiner</i> AFS
TOTAL:		None	30 Minutes (per questioned document)	



FEEDBACK AND REDRESS MECHANISM

How to send feedback

1. For those with smartphones, Quick Response (QR) Codes containing the Client Feedback Form are available at the Main Office transacting windows, and at NAIA Terminals 1,2, and 3;
2. Accomplish the Client Feedback form and submit it in any of the designated drop boxes at the BI Main Office located particularly at the transacting windows;
3. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the front desk of any immigration Support Office;
4. Email us at xinfo@immigration.gov.ph;
5. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769; or
6. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration

How feedbacks are processed

1. All forms submitted via the QR Code and from the paper and pen forms accomplished by the clients are compiled by the Committee on Good Governance.
2. Feedback requiring responses are forwarded to the concerned offices for their appropriate action.
3. The response of the concerned office will be evaluated and be eventually forwarded to the client.
4. The feedbacks processed will be submitted to the Office of the Commissioner for review and be reported every month during the Management Committee Meeting.

How to file a complaint

1. Scan the QR code at the designated windows at the Main Office, or at the NAIA Terminals 1,2, and 3;
2. Accomplish the Client Feedback form and submit it in any of the designated drop boxes at the BI Main Office located particularly at the transacting windows;
3. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the entrance of any immigration Support Office;
4. Email us at xinfo@immigration.gov.ph;
5. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769; or
6. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration;
7. Complaints can also be filed through the following channels: 8888 Citizen's Complaint Hotline, Presidential Complaint Center (PCC), Anti-Red Tape Authority (ARTA), and Civil Service Commission-Contact Center ng Bayan; or
8. 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

1. The Committee on Good Governance evaluates each complaint through the submitted forms via the QR Code and the client feedback forms.
2. Upon thorough evaluation of the complaint, CGG personnel shall forward the complaint to the concerned office for their appropriate action.
3. The response from the concerned office shall be forwarded to the complainant/client.
4. Complaints received through the following channels: 8888 Citizen's Complaint Hotline, Presidential Complaint Center (PCC), Anti-Red Tape Authority (ARTA), and the Civil Service Commission-Contact Center ng Bayan (CCB) are evaluated and forwarded to the concerned office for their appropriate action. Said office are required to answer within 72 hours or three (3) days upon receipt of the complaint.
5. Formal complaints shall be assessed by the Board of Discipline, and recommendations shall be forwarded for action by the Department of Justice.
6. The complaints processed will be submitted to the Office of the Commissioner for review and be reported every month during the Management Committee Meeting

**Contact Information of
8888 Citizen's Complaint
Center, PCC, ARTA, and
CSC-CCB**

8888 Citizen's Complaint Center

+63(2) 8888
op-8888@op-proper.gov.ph
icto@8888.gov.ph
<https://8888.gov.ph/#>

Presidential Complaint Center (PCC)

+63(2)-8736-8645
pcc@malacanang.gov.ph

Anti-Red Tape Authority (ARTA)

PLDT 1-ARTA (12782)
(02) 8246-7940
complaints@arta.gov.ph

Contact Center ng Bayan

1-6565
email@contactcenterngbayan.gov.ph



AGENCY CONTACT DIRECTORY

Office	Email/Contact Details	Address
BUREAU OF IMMIGRATION MAIN OFFICE	E-mail: xinfo@immigration.gov.ph immigPH@immigration.gov.ph Direct Line (+632) 8-524-3769, Trunk Line Number (+632) 8-465-2400	Magallanes Drive, Intramuros, Manila, Philippines 1002
Angeles Immigration Field Office	E-mail: angeles.fo@immigration.gov.ph Direct Line(s) (045) 404-0215	Ground Floor, Metro Supermarket, MarQuee Mall, Pulung Maragul, Angeles City 2009
Aparri Immigration Field Office	E-mail: aparri.fo@immigration.gov.ph Direct Line(s): (078) 888-0005	Philippine Port Authority (PPA) Compound Loriga Gallarza Street, Barangay Punta, Aparri, Cagayan
APECO Immigration Field Office	E-mail: biapecofieldofc@gmail.com Direct Line(s) (+63) 917-572-4343	Unit 702-3, Philflex Bay Center, Coral Way Drive, Mall of Asia Complex, Pasay City
Bacolod Immigration Field Office	E-mail: bacolod.fo@immigration.gov.ph Direct Line(s): (034) 433-8581	Aguinaldo Street, Bacolod City 6100
Baguio Immigration Field Office	E-mail: baguio.do@immigration.gov.ph Direct Line(s): (074) 619-2812	Unit 123 A&C EGI Albergo Hotel & Residences, # 1 Villamor Street, Lualhati Barangay, Baguio City
Balabac Immigration Field Office	E-mail: bifielddofficebalabacbc@yahoo.com Direct Line(s) (048) 8433 – 2248	Salvacion St. cor. Balmonte St., District II Brooke's Point, Palawan

Office	Email/Contact Details	Address
Balanga Immigration Field Office,	E-mail: balanga.fo@immigration.gov.ph Direct Line(s) (047) 8237-4958 / (047) 8337-5329	2nd Floor, Santiago Building, Garcia corner Laurel Street, Capitol Drive, Balanga City, Bataan
Batangas Immigration District Office	E-mail: batangas.do@immigration.gov.ph Direct Line(s): ((043) 723-2784	Bureau of Immigration Batangas District Office, Diversion Road, Bolbok, Batangas City, Batangas 4200
Batuganding Immigration Border Crossing Station	E-mail: batuganding.bcs@immigration.gov.ph Direct Line: (083) 8262-1013	BCS Batuganding – 1st Floor, Sarangani Cultural Hub Bldg., LGU Ground, Brgy. Mabila, Sar. Davao Occidental 8015
Bislig Immigration Field Office (24/7 Vessels Boarding Formalities)	E-mail: bislig.fo@immigration.gov.ph Direct Line: (+63) 966-312-1582 / (+63) 926-738-5009 (Seaports Concerns)	Magada Building, Requina Village, Purok-4, John Bosco District, Mangagoy, Bislig City, Surigao del Sur 3908
Boac Immigration Field Office	E-mail: boac.fo@immigration.gov.ph Direct Line(s): (+63) 917-144-4922	2nd floor Capitol Site, Annex Bldg., Brgy. Santol, Boac Marinduque
Bohol Immigration Field Office	E-mail: bohol.fo@immigration.gov.ph Direct Line(s): (038) 500-0278	E. Lustados St., Panglao, Poblacion, Panglao, Bohol 6340
Bohol-Panglao International Airport	E-mail: bpia@immigration.gov.ph Direct Line(s): (038) 412-9967	Brgy. Tawala, Panglao, Bohol 6340

Office	Email/Contact Details	Address
Bongao Immigration Field Office	E-mail: bongao.fo@immigration.gov.ph Direct Line(s) (+63) 908-812-4267 / (+63) 917-525-1308	Barangay Tubig-Boh, Bongao Tawitawi
Boracay Immigration Field Office	E-mail: boracay.fo@immigration.gov.ph Direct Line: (036) 288-5267	Abrams Compound, Sitio Ambulong Manocmanoc Boracay Island Malay, Aklan 5608
Boracay-Caticlan International Airport / Godofredo P. Ramos International Airport	E-mail: pod.kia@immigration.gov.ph	Airport Rd, Brgy Caticlan Malay, Aklan 5608
Brooke's Point Border Crossing Station	E-mail: bifielddofficebalabacbc@yahoo.com Direct Line(s): (048) 433-2248 Facsimile Number: (048) 433-2248	Salvacion Street, Corner Balmonte Street, District II, Brooke's Point, Palawan
Butuan Immigration District Office	E-mail: butuan.do@immigration.gov.ph Direct Line(s): (085) 8300-0052	2nd Floor Laurente Bldg. JC Aquino Ave., Poblacion 12, Brgy. Tandang Sora, Butuan City, 8600
Calapan Immigration District Office	E-mail: calapan.do@immigration.gov.ph Direct Line(s): (043) 288-7245 / (043) 441-6636 / (+63) 956-047-4422	Bureau of Immigration Calapan District Office, Provincial Capitol Complex, Brgy. Camilmil, Calapan City 5200
Calbayog Immigration Field Office	E-mail: calbayog.fo@immigration.gov.ph Direct Line(s): (055) 209-3310	2nd flr., Calbayog City Convention Center, Brgy. Capoocan, Calbayog City, Samar

Office	Email/Contact Details	Address
Camiguin Immigration Field Office	E-mail: camiguin.fo@immigration.gov.ph Direct Line(s): (+63) 976-294-3023	Old Capitol Building, Brgy. Pandan, Camiguin
Cagayan De Oro Immigration District Office	E-mail: cdo.do@immigration.gov.ph Direct Line(s): (088) 8881-0393	2nd Floor, Gateway Tower, Limketkai Center, Lapasan, Cagayan de Oro City 9000
Cagayan-North International Airport	E-mail: cnia@immigration.gov.ph Direct Line(s): (0917) 896-8247	Brgy. Dagupan, Iloilo City, Cagayan 3505
Cauayan Immigration Field Office	E-mail: isabela.fo@immigration.gov.ph Direct Line(s): (078) 8652-3892	46 Burgos St., Brgy. District II, Cauayan City, Isabela
Cebu Immigration District Office	E-mail: cebu.do@immigration.gov.ph Direct Line(s): (+63) 969-586-6079	2nd floor Gmall of Cebu, A. Soriano Ave., North Reclamation Area, Cebu City 6014
Clark Immigration One Stop Shop	E-mail: clark.oss@immigration.gov.ph Direct Line(s): (032) 230-7800	2nd Floor, Clark Development Corp. Building 2127 Elpidio Quirino St., Clark Freeport Zone, Angeles City, Pampanga
Clark International Airport	E-mail: cia@immigration.gov.ph Direct Line(s): (045) 499-558	Clark Freeport Zone, Mabalacat City Pampanga 2010
Cotabato Immigration District Office	E-mail: cotabato.do@immigration.gov.ph Direct Line(s): (064) 421-1009	9th Door, 2nd Floor, Alnor Commercial Complex, Sinsuat

Office	Email/Contact Details	Address
		Avenue, Cotabato City, Maguindanao 9600
Dagupan Immigration Field Office	E-mail: dagupan.fo@immigration.gov.ph Direct Line(s): (075) 523-4047	Dagupan People's Astrodome Building, Tapuac District, Dagupan City
Dasmariñas Immigration Field Office	E-mail: dasmariñas.fo@immigration.gov.ph Direct line(s): (+63) 977-128-4593 (also on Viber) / (+63) 928-292-3643 (also on WhatsApp)	Robinsons Place Dasmariñas, Aguinaldo Highway cor. Governor's Drive, Sampaloc 1, Dasmariñas City, Cavite
Davao Immigration District Office	E-mail: davao.do@immigration.gov.ph Direct Line(s): (082) 228-6488	J.P. Laurel Ave., Brgy 19-B, Davao City
Davao International Airport / Francisco Bangoy International Airport	E-mail: dia@immigration.gov.ph Direct Line(s): (082) 232-8076	Buhangin, davao City 8000
Dumaguete Immigration Field Office	E-mail: dumaguete.fo@immigration.gov.ph Direct Line(s): (035) 402-1449	Door 8 Lu Pega Bldg., Dr. V. Locsin St., Dumaguete City, Negros Oriental, 6200
Mactan-Cebu Immigration Satellite Office (Gaisano)	E-mail: cebu.so@immigration.gov.ph Direct Line(s): (032) 8230-7800 / (+63) 965-826-8415	Annex bldg., Gaisano Mactan Island Mall, Pajo, Lapu-lapu City
General Santos Immigration Field Office	E-mail: generalsantos.fo@immigration.gov.ph Direct Line(s): -	Bureau of Immigration General Santos Field Office, Robinsons Place,

Office	Email/Contact Details	Address
		J. Catolico Sr. Avenue, Barangay Lagao, General Santos City, South Cotabato
Glan Immigration Field Office	E-mail: glan.fo@immigration.gov.ph Direct Line(s): (083) 8262-1013	Bureau of Immigration – Glan Field Office 2 nd Floor, Rm. No.04, Langomez Bldg., Hombrebueno St., GLAN, Sarangani Province 9517
Iligan Immigration Field Office	E-mail: iligan.fo@immigration.gov.ph Direct Line(s): (063) 221-6282	2nd Floor, Room 203, Diocesan Centrum Bldg. Salvador T. Lluch Street, Brgy. Poblacion, Iligan City 9200
Iloilo Immigration District Office	E-mail: ila@immigration.gov.ph Direct Line(s): (033) 522-6020	C143/F ANNEX BLDG FESTIVE MALL ILOILO BUSINESS PARK, MANDURRIAO, ILOILO CITY 5000
Iloilo International Airport	E-mail: iloilo.do@immigration.gov.ph Direct Line(s): (033) 8332-3353	Airport Access Rd. Cabanatuan Iloilo 5031
Jolo Immigration Field Office	E-mail: jolo.fo@immigration.gov.ph Direct Line(s): (+63) 977-7754-216 / (+63) 936-3741-308	Bureau of Immigration- Sulu 2nd Floor, Scott Tower, Scott Road Jolo, Sulu 7400

Office	Email/Contact Details	Address
Kalibo Immigration Field Office	E-mail: kalibo.fo@immigration.gov.ph Direct Line(s): (036) 268-3164	ABL Sports Complex, Provincial Capitol, Kalibo, Aklan
Kalibo International Airport	E-mail: pod.kia@immigration.gov.ph	Brgy. Pook Kalibo, Aklan 5600
Laoag Immigration District Office	E-mail: laoag.do@immigration.gov.ph Direct Line(s): (077) 770-4005	2F Old Building, Robinsons Place Ilocos, San Nicolas, Ilocos Norte
Laoag International Airport	E-mail: lia@immigration.gov.ph	Brgy. 43, Laoag City Ilocos Norte 2900
Las Piñas-Muntinlupa Immigration Field Office	E-mail: laspinas.fo@immigration.gov.ph Direct line(s): (+63) 998-356-3716	Unit G-1, GF 2609 Corporate Drive Cor. Civic Drive, Entrata Urban Complex Retail. Filinvest City, Alabang, Muntinlupa City
Legazpi Immigration District Office	E-mail: legazpi.do@immigration.gov.ph Direct Line(s): (052) 201-0651 / (052) 201-0675	Unit 4, 3 rd Floor, Embarcadero De Legazpi Port Area, Brgy. 27 Victory Village (South), Legazpi City, Albay 4500
Lucena Immigration Field Office	E-mail: lucena.fo@immigration.gov.ph Direct Line(s): (042) 8717-0029 / (042) 8710-7109	2nd floor Quezon Convention Center, Lucena City, Quezon 4301

Office	Email/Contact Details	Address
Mabila Border Crossing Station	E-mail: batunganding.bcs@immigration.gov.ph Direct Line(s): (083) 8262-1013 Facsimile Numbers: (083) 8262-1013	1st floor, Sarangani Cultural Heritage Hub, Municipal Groun, Brgy. Mabila, Sarangani, Davao Oriental
Mactan Cebu International Airport	E-mail: mcia@immigration.gov.ph Direct Line(s): (032) 494-7000 Loc. 7542 Arrival, Loc. 7541 Departure	Lapu-lapu Airport Rd Lapu-Lapu City, Cebu 6016
Makati Immigration Extension Office	E-mail: makati.eo@immigration.gov.ph Direct Line(s): (02) 7121-6236 / (02) 8899-3831	5th Level (Beside Cinemas) Ayala Malls Circuit Hippodromo Street Makati City
Mariveles Immigration One Stop Shop	E-mail: mariveles.oss@immigration.gov.ph Direct Line(s): (047) 935-4194	Ground Floor, Administration Building, AFAB, Mariveles, Bataan
Naga Immigration Field Office	E-mail: naga.fo@immigration.gov.ph Direct Line(s): (054) 8881-1463 / (054) 8881-0231 / ACO – (+63) 917-559-2262 / Globe – (+63) 945-452-4651 / Smart – (+63) 918-331-3041	Unit 7-8, 2nd Floor, Phoenician Bldg., Panganiban Drive, Corner Isarog Street, Naga City, Camarines Sur 4400
Ninoy Aquino International Airport – NAIA Terminal 1	E-mail: naia1@immigration.gov.ph	Ninoy Aquino Ave, Pasay City 1705
Ninoy Aquino International Airport – NAIA Terminal 3	E-mail: naia3@immigration.gov.ph Direct line(s): (02) -8887-8888 Loc. 8157 Arrival, Loc. 8128 Departure, Loc. 8183 I-Probes Central	Andrews Ave, Pasay City 1309



Office	Email/Contact Details	Address
Nueva Ecija Immigration Field Office	E-mail: nuevaecija.fo@immigration.gov.ph Direct line(s): (+63) 933-180-3228	2nd Floor Robinsons Townville, Maharlika Highway, Brgy. H. concepcion, Cabanatuan City, Nueva Ecija
Olongapo Immigration Field Office	E-mail: olongapo.fo@immigration.gov.ph Direct Line(s): (047) 224-2766	6th floor SM Olongapo City Downtown, Olongapo City, Zambales 2200
Ozamiz Immigration Field Office	E-mail: ozamiz.fo@immigration.gov.ph Direct Line(s): (088) 8521-1581	Bureau of Immigration G/F Gaisano South Wing Catagalogan Ozamiz City, Misamis Occidental 7200
PEZA Immigration Extension Office	E-mail: peza.eo@immigration.gov.ph Direct Line(s): (02) 8-551-9567	Bureau of Immigration – PEZA Extension Office, 8th floor, Double Dragon West Tower, EDSA, Pasay City
Pagadian Immigration Field Office	E-mail: pagadian.fo@immigration.gov.ph Direct Line(s): (+63) 950-161-1684	4/F East Wing Beside City Registry Office, City Commercial Center - C3 Mall, J.P. Rizal Avenue, Santiago District, Pagadian City, Zamboanga del Sur 7016
Puerto Princesa Immigration Field Office	E-mail: puerto.princesa@immigration.gov.ph Direct Line(s): (048) 433-2248 / (048) 433-0764	Lingkod Pinoy Center, 2nd Level Robinsons Place Palawan San

Office	Email/Contact Details	Address
		Manuel, Puerto Princesa City, Palawan 5300
Puerto Princesa International Airport	E-mail: ppia@immigration.gov.ph	Brgy. San Miguel, Puerto Princesa City Palawan 5300
Siargao Immigration Satellite Office	E-mail: N/A Direct Line(s): -	Convergence Building, Purok 1, Poblacion, General Luna, Surigao del Norte 8419
San Fernando Immigration District Office	E-mail: launion.do@immigration.gov.ph Direct Line(s): 0928-317-0430	Pennsylvania Avenue, Poro Point, San Fernando, La Union 2500
SM Aura Immigration Satellite Office	E-mail: smaaura.so@immigration.gov.ph Direct Line(s): (02) 8800-4892	8th Floor, SM Aura Office Tower, McKinley Parkway, Taguig 1634
SM North Immigration Satellite Office	E-mail: smnorth.fo@immigration.gov.ph Direct Line(s): 8-709-07-05	Annex BLDG., Lower Ground Flr. Government Express Center, SM City North Edsa, Quezon City
Santa Rosa Immigration Field Office	E-mail: starosa.fo@immigration.gov.ph Direct Line(s): (049) 508-2544	2nd floor, Annex B Bureau of Immigration City Hall of Santa Rosa, Brgy. Market Area, Sta. Rosa City, Laguna

Office	Email/Contact Details	Address
Student Visa Office	E-mail: studentdesk2012@gmail.com/ird.svs@immigration.gov.ph Direct Line(s): (02) 8433 1466	Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
Subic Immigration One Stop Shop	E-mail: subic.oss@immigration.gov.ph Direct Line(s): (047) 8250-0478	Rm. 203, 2nd floor, Regulatory Building, Labitan St., corner Rizal Highway, Subic Bay Freeport Zone
Surigao Immigration Field Office	E-mail: surigao.fo@immigration.gov.ph Direct Line(s): (086) 827-0104	2nd Floor, Gaisano Capital Surigao, Km. 4 Brgy. Luna, Surigao City, Surigao del Norte 8400
Tacloban Immigration District Office	E-mail: tacloban.do@immigration.gov.ph Direct Line(s): (053) 552-46-99 / (+63) 928-379-8763 / (+63) 916-454-7002	Barangay 25, Kanhuraw Hill Magsaysay boulevard, Tacloban City 6500
Taganak Immigration Field Office	E-mail(s): ydelucas1959@gmail.com / taganac_bc@immigration.gov.ph Direct Line(s): (+63) 917-525-1308 / (+63) 908-812-4267	Turtle Islands, Tawi-Tawi
Taytay Immigration Field Office	E-mail: taytay.fo@immigration.gov.ph Direct Line(s): (02) 8658-7261	4th flr Taytay Capital Tiangge Bldg., Highway 2000 cor. Market Road, Brgy. San Juan, Taytay, Rizal 1920
Tibanban Immigration Border Crossing Station	E-mail: tibanban_bc@immigration.gov.ph / tibanbanbcs@yahoo.com Direct Line(s): (082) 8228-6488 / (082) 8228-6477	Purok 1 Sampaguita, Barangay Tibanban Davao Oriental

Office	Email/Contact Details	Address
Tuguegarao Immigration District Office	E-mail: tuguegarao.do@immigration.gov.ph Direct Line(s): (078) 844-9617	2nd Flr., People's Gym, Mabini St., Centro 03, Tuguegarao City, Cagayan
Vigan Immigration Field Office	E-mail: vigan.fo@immigration.gov.ph Direct Line(s): (+63) 917-593-4880 / (+63) 906-354-8505	Provincial Farmers Livelihood Development Center, Quezon Ave, Vigan City, Ilocos Sur
Zamboanga Immigration Field Office	E-mail: zamboanga.fo@immigration.gov.ph Direct Line(s): (062) 991-2234 / (062) 983-0785	Ground Floor Radja Building Governor Camins Avenue, Zamboanga City, 7000
Zamboanga International Airport & Seaport	E-mail: zia@immigration.gov.ph	Ground Floo. Radia Bldg. Gov Camins Ave, Zamboanga City, Zamboanga Del Sur 7000
Bureau of Immigration NAIA One Stop Shop-24/7	E-mail: naia.oss@immigration.gov.ph Direct line(s): (02) 5310-4087	Terminal III Level 3 Departure Area (former kiss and fly)
Bay Service Section	E-mail: bi.bayservicesection@gmail.com / bss_manila@yahoo.com / bss_mnla@yahoo.com.ph Purpose: General Inquiries - bi.bayservicesection@gmail.com Submission of Notice of Arrival - bi.bss.noa@gmail.com Submission of BOQ Medical Clearance and RT-PCR Results - bi.bss.medclearance@gmail.com 9(c) Visa or Visa Crew List -	Third Floor, Bureau of Immigration Head Office Magallanes Dr, Intramuros, Manila, 1002 Metro Manila



Office	Email/Contact Details	Address
	bi.bss.visacrewlist@gmail.com Other Non-Immigrant Visa Holders Travel Pass - bi.bss.travelpass@gmail.com Local No.: 8465-2400 (Loc. 336) Direct No.: 5-310-4540 LOC 336	
BI Warden's Facility	Direct Line(s): 8-478-3539, 8-298-0234	Camp Bagong Diwa, General Santos Ave. Lower Bicutan, Taguig City



CERTIFICATE OF COMPLIANCE AND INDORSEMENT FROM BI_CART



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



Annex A
New COC Template

CERTIFICATE OF COMPLIANCE

Year: 2024

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, **NORMAN G. TANSINGCO**, Filipino, of legal age, **COMMISSIONER** of the **BUREAU OF IMMIGRATION**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or 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 **(15) International Ports of Entry & Exit (IPEE)** **(12) Immigration District Offices**, **(38) Immigration Field Offices**, **(4) Satellite Offices**, **(2) Extension Offices**, **(4) Border Crossing Stations** and **(4) One Stop Shops** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen' Charter Handbook Edition: 2024, 4th Edition Revision Level 1 (Year, Edition Number)

Example: 2021, 1st Edition

- 2) The following required forms of posting of the Citizen's Charter are present:

<input checked="" type="checkbox"/>	Citizen's Charter Information billboard <i>(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)</i>
<input checked="" type="checkbox"/>	Citizen's Charter Handbook <i>(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)</i>
<input checked="" type="checkbox"/>	Official website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:

- a. External services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback.

- 4) The Citizen's Charter Handbook enumerates the following information:

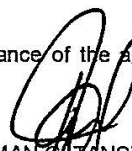
- a. Mandate, vision, mission, and service pledge of the agency;
- b. Government services offered (External and Internal Services);
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Classification of service;

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- iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service;
 - vi. Person responsible for each step;
 - vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.
 - c. Procedure for filing complaints and feedback;
 - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
 - e. List of Offices
- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
 - 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
 - 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
 - 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
 - 9) There is an established Client Satisfaction Measurement per service.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.


NORMAN G. ANSINGCO
Commissioner
Bureau of Immigration