



ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD) ISSUANCE

GENERAL INSTRUCTIONS

To avoid denial/delay in the processing of your application, please be advised of the following:

- 1. The application form is written in English language. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. The Bureau will not act on application forms that are incomplete and incorrectly accomplished. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only. Letters like ñ, é, ü and ç are not recognized by the system. For instance, please enter names like "Muñoz" and "Sémonin" as "Munoz" and "Semonin" respectively.
2. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application shall not be accepted.
3. All sworn statements or affidavits must be original and notarized.
4. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
5. 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 is issued by the local Embassy in the Philippines with English translation if written in other foreign language.
6. If the application is filed by an authorized representative, attach a 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-issued ID of attorney-in-fact.
7. The original valid passport of the applicant must be presented to the concerned frontline officer for identification purposes. Thereafter, it shall be returned.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD) ISSUANCE

Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.

I. For New Applicants

- 1. Accomplished application form (BI Form 2014-08-006 Rev 0);
2. Certified true copy issued by the Records Section of the Board of Commissioners (BOC)'s Order granting the visa (for internal verification purposes);
3. Certified true copy issued by the Records Section of the Commissioner's Order of Approval granting the Student Visa (for internal verification purposes);
4. Photocopy of passport bio-page and passport pages bearing valid visa implementation and latest admission with authorized stay;
5. Photocopy of official receipt(s) of payment for applicable fees; and
6. Two (2) 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.

II. For Paper-Based ACR holders (Late-Filing for Permanent Residents):

- 1. Accomplished application form (BI Form 2014-08-006 Rev 0);
2. Letter of explanation regarding the late filing;
3. Original ACR (to be surrendered);
4. Photocopy of Immigrant Certificate of Residence (ICR)/Native-Born Certificate of Residence (NBCR);
5. Index Card Imaging print-out from the Fingerprint Section;
6. Photocopy of passport bio-page and passport pages bearing the visa implementation and latest admission;
7. Affidavit of Undertaking in case of expired passport (original and photocopy of the new passport which shall be presented fifteen (15) days from the date of its issuance); and
8. Two (2) pieces 2x2 photograph of the applicant with white background and must be taken within the last three (3) months from the date of application.

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of (Name of Applicant)

are complete and in accordance with the above checklist.

Alien Registration Division (ARD) Evaluator:

Signature over Printed Name

Date

NOTE: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.