



GENERAL INSTRUCTIONS

To avoid summary dismissal/delay in the processing of your application/petition,
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 or petition shall not be accepted.
- 3. 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.
- 4. 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.
- 5. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
- 6. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
TRUSTED TRAVELER PROGRAM

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

- ☐ 1. Accomplished application form (BI Form 2014-01-014 Rev 0);
- ☐ 2. Official receipt(s) of payment for applicable fees;
- ☐ 3. Clearance from the appropriate federal or national law enforcement agency of the applicant's country of nationality issued within thirty (30) days prior to his/her latest arrival stating that he/she has not been convicted or charged of any crime, felony or offense;
- ☐ 4. National Bureau of Investigation (NBI) and National Intelligence Coordinating Agency (NICA) Clearances issued within fifteen (15) days from his latest arrival;
- ☐ 5. Photocopy of valid passport showing its bio-page and pertinent pages showing the latest arrival in the immediately preceding twelve (12) months;
- ☐ 6. Photocopy of any valid identification with photograph; and
- ☐ 7. BI Clearance Certificate secured upon the filing of the application.

Reminder: The applicant must have traveled to the Philippines as a temporary visitor at least once in the immediately preceding twelve (12) months and have stayed in the country for not more than thirty (30) calendar days in each visit.

[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 provided checklist.

Central Receiving Unit 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.