



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 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.
- 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. All documents required for submission must be arranged in the order as listed in the Checklist of Requirements and compiled in a legal size (8 ½ x 14 in.) folder. Otherwise, your application will not be accepted.
- 5. 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.
- 6. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR  
REQUEST FOR CERTIFICATION OF PENDING APPLICATION

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

- ☐ 1. Duly accomplished application form for certification of pending application (BI Form No. CCS-A-CPA-2016); Signed by the handling/hearing officer.

[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.