



GENERAL INSTRUCTIONS

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

- 1. All sworn statements or affidavits must be original and duly notarized.
- 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 documents required for submission must be arranged in the order as listed in the Checklist of Documentary Requirements and compiled in a legal size (8½ x 14 in.) folder. Otherwise, your application or petition will not be accepted.
- 4. If 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 document 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.

- more at the back -

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR INTERIM EXTENSION (GRACE PERIOD)

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

- ☐ 1. Letter request addressed to the Commissioner from the applicant and petitioning company/spouse;
- ☐ 2. Photocopy of the letter request for amendment of visa duly “received” and correspondingly dated by the BI;
- ☐ 3. Photocopy of accomplished Consolidated General Application Form (CGAF) for application/amendment of visa duly “received” and correspondingly dated by the BI;
- ☐ 4. Photocopy of applicant’s passport bio-page, visa implementation page and latest admission with valid authorized stay;
- ☐ 5. Photocopy of the official receipt of payment for a pending visa application;
- ☐ 6. Photocopy of valid ACR I-Card (front and back portions);
- ☐ 7. Photocopy of official receipt showing payment for applicable fees;
- ☐ 8. Photocopy or airline ticket, if applicable; and
- ☐ 9. Photocopy of BI Clearance Certificate.

[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.