



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 sworn statements or affidavits must be original and duly notarized.
- 4. If there are discrepancies in the entries of the documents for submission, particularly the names and dates of birth, petitioner is advised to execute an Affidavit of One and the Same Person and/or Affidavit of Explanation, whichever is applicable, with supporting documents, to avoid delay in the processing of this petition.
- 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 submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
- 8. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR  
PETITION FOR INCLUSION OF DEPENDENT(S) UNDER R.A. 9225

[Children below eighteen (18) years old of those who retained/re-acquired Philippine citizenship]

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

- ☐ 1. Accomplished petition/application form (BI Form 2014-01-008 Rev 0);
- ☐ 2. Photocopy of Petitioner's Identification Certificate (IC) or Certificate of Retention/Re-acquisition of Philippine Citizenship (CRPC);
- ☐ 3. Photocopy of Order of Approval of the original petition;
- ☐ 4. Photocopy of the Petitioner's Oath of Allegiance;
- ☐ 5. Two (2) pieces 2x2 photograph with white background and must be taken within the last three months from the date of application;
- ☐ 6. One (1) 2x2 photograph of principal with white background and must be taken within the last three months from the date of application;
- ☐ 7. Photocopy of Birth Certificate;
- ☐ 8. Photocopy of the dependent's valid foreign passport bio-page;
- ☐ 9. Valid passport of petitioner; and
- ☐ 10. Two (2) pieces legal size self-addressed stamped envelope.

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the petition 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.