



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. 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.
- 4. 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.
- 5. If the subject has NO travel records, write 1993-Present/No Travel inside the boxes provided under Arrival Date and Departure Date columns.
- 6. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR REQUEST FOR TRAVEL RECORDS

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

- ☐ 1. Duly accomplished application form (BI Form 2014-13-006 Rev 0);
- ☐ 2. Photocopy of applicant's passport bio-page, departure and arrival stamps for the period requested;
- 3. For court purposes/legal purposes:
 - ☐ a. Letter request addressed to the Commissioner;
 - ☐ b. Court order directing the Bureau of Immigration to issue said travel records or an FSP-authenticated SPA (if the subject is currently staying outside the Philippines);
 - ☐ c. Photocopy of valid government-issued ID of the applicant (i.e. Passport, SSS/GSIS ID/ PRC ID, Driver's License, TIN, or Voter's ID); and
- ☐ 4. For Philippine Overseas Employment Agency (POEA) purpose, letter request addressed to the Commissioner from the POEA requesting for the said travel records.

[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.