



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 or petition 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 presented to the concerned frontline officer for identification purposes. Thereafter, it shall be returned.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
CERTIFICATION OF NON-REGISTRATION/REGISTRATION

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

- ☐ 1. Letter addressed to the Commissioner, attention the Alien Registration Division (ARD) requesting for the certification of registration/non-registration and indicating the purpose thereof;
- ☐ 2. Photocopy of Birth Certificate, if applicable (for Department of Foreign Affairs purposes);
- ☐ 3. Photocopy of passport page bearing the visa implementation and latest admission with authorized stay, if applicable; and
- ☐ 4. Four (4) pieces of 2x2 photograph of the applicant with white background and must be taken within the last three (3) months from the date of application.

[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 above checklist.

Alien Registration Division (ARD) 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.

