



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA



**RENEWAL OF ACCREDITATION OF TRAVEL AGENCIES,
CORPORATIONS, CONSULTANCY OFFICES, AND MISSIONARY
ORGANIZATIONS AND LIAISON OFFICERS**

GENERAL INSTRUCTIONS

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

1. All documents must be submitted with the corresponding label (agency/liaison) at the upper right hand corner.
2. All sworn statements or affidavits must be original and duly notarized.
3. 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 or petition will not be accepted.

**CHECKLIST OF REQUIREMENTS FOR RENEWAL OF ACCREDITATION
OF TRAVEL AGENCIES, CORPORATIONS, CONSULTANCY OFFICES,
AND MISSIONARY ORGANIZATIONS**

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

- ☐ 1. Letter request addressed to the Commissioner by the travel agency/corporation/consultancy office/ missionary organization for the renewal of accreditation;
- ☐ 2. List of Bureau of Immigration clients served for the past year showing their names, country of citizenship and nature of transactions;
- ☐ 3. Photocopy of General Information Sheet (GIS) for the current year stamped and received by the Securities and Exchange Commission (SEC) or current Mayor's Permit and Business License (for single proprietorships);
- ☐ 4. Photocopy of latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, BIR's EFPS payment details' print-out or other similar evidence);
- ☐ 5. Photocopy of the official receipt of the CASH BOND or the renewal of surety bond;
- ☐ 6. Affidavit of undertaking of the manager/owner/CEO/president/managing partner;
- ☐ 7. Valid government-issued Identification Card (I.D.) of the manager/owner/CEO/president/managing partner with three (3) specimen signatures.
- ☐ 8. Department of Tourism Certificate of Accreditation (for travel agencies).

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RENEWAL OF ACCREDITATION
OF LIAISON OFFICERS/ REPRESENTATIVE**

- ☐ 1. Letter request addressed to the Commissioner by missionary organization/travel agency/corporation/consultancy office for the renewal of accreditation of authorized liaison officer(s)/representative(s);
- ☐ 2. Duly accomplished BI Accreditation Application Form;
- ☐ 3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term, and job description;
- ☐ 4. Valid National Bureau of Investigation (NBI) Clearance;
- ☐ 5. Affidavit of Undertaking of the liaison officer/representative;
- ☐ 6. Photocopy of company-issued Identification Card (I.D.);
- ☐ 7. Three (3) specimen signatures of the liaison officer(s);
- ☐ 8. Latest Seminar Training Certificate; and
- ☐ 9. Old accreditation I.D. of liaison officer(s)/representative(s) (to be surrendered).

(To be filled out by Authorized BI Personnel Only)

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____ are complete and in accordance with the above checklist.
(Last name, First name, Middle name)

BI Accreditation Unit Evaluator
(Signature over Printed name)

Date
(DD-MMM-YYYY)

The Bureau of Immigration (BI) commits to protect and respect personal data privacy pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. The entire Data Privacy Notice of the BI is accessible in this link: <https://immigration.gov.ph/information/data-privacy>.

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application
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