



GENERAL INSTRUCTIONS

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

- 1. 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 sized (8 1/2x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application shall not be accepted.
- 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 Philippine Statistics Authority (PSA) of the Philippines.
- 3. 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.
- 4. 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.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR DOWNGRADING OF VISA

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

- ☐ 1. Letter request addressed to the Commissioner stating the reason(s) for downgrading i.e. resignation, termination, late filing of extension of visa or dissolution of the company, etc.
  - (i) If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein;
  - (ii) If filed by petitioning company, congregation, accredited travel agency, law office or consultancy firm, letter request must be in representative's letterhead with address and contact numbers; and
- ☐ 2. Photocopy of passport biopage, front and back portions of ACR I-Card (if applicable), visa implementation and latest admission with valid authorized stay.

Additional requirements per visa category:

- ☐ For Pre-Arranged Employee Commercial Visa and Non-Commercial Visa (Missionary), request must be accompanied by a Certificate of Employment/Certification of Missionary Work from the petitioning company/congregation;
- ☐ For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), request must come from the applicant or/and spouse indicating their residential address and contact number(s) as well as a photocopy of marriage certificate or contract;
- ☐ For 47(A)2 visa, request must be accompanied by a copy of the DOJ Indorsement granting the visa and proof of notice of downgrading from the DOJ;
- ☐ For Special visa (CWV, SCWV, SCIV, FWV, etc), request must be accompanied by a Cancellation Order from the Special Economic Zone authorities; or
- ☐ For 9(E) visa (Accredited Foreign Government Officials), request must be accompanied with a Certificate of Employment from the Embassy/Consulate/International Organization, Endorsement from the Department of Foreign Affairs and copy of Embassy's Note Verbale, if applicable.

(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.

Evaluator : \_\_\_\_\_ Date : \_\_\_\_\_  
Signature over Printed Name

IMMIGRATION REGULATION DIVISION (I.R.D)  
CLAIMSTUB

Name of Subject: \_\_\_\_\_  
Received by: \_\_\_\_\_ Date / Time : \_\_\_\_\_  
Release date : \_\_\_\_\_ Officer : \_\_\_\_\_