ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD) CERTIFICATION

G E N E R A L   I N S T R U C T I O N S

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

5. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD) CERTIFICATION

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

☐ 1. Accomplished application form (BI Form 2014-08-016 Rev 0);

☐ 2. Photocopy of ACR I-Card (front and back portions); and

☐ 3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay.

[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.