



BI FORM 2014-05-013 Rev 0
CANCELLATION OF ALIEN CERTIFICATE OF REGISTRATION (ACR)
AND/OR ISSUANCE OF FILIPINO IDENTIFICATION CERTIFICATES
BY ELECTION

This document may be reproduced and is **NOT FOR SALE**

GENERAL INSTRUCTIONS

**To avoid summary dismissal/delay in the processing of your application/petition,
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 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.
- 2. All sworn statements or affidavits must be original and duly notarized.
- 3. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
CANCELLATION OF ALIEN CERTIFICATE OF REGISTRATION (ACR) AND/OR
ISSUANCE OF FILIPINO IDENTIFICATION CERTIFICATE BY ELECTION

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

Please submit original plus three (3) photocopies.

- ☐ 1. Letter request addressed to the Commissioner for the cancellation of ACR and/or issuance of Filipino Identification Certificate by election by the applicant with a statement that all documents submitted were legally obtained from the corresponding government agencies;
- ☐ 2. Birth Certificate of the applicant;
- ☐ 3. Birth Certificate of the applicant's mother;
- ☐ 4. Oath of Allegiance;
- ☐ 5. Marriage Certificate or Marriage Contract of the parents of the applicant;
- ☐ 6. Affidavit of Election of Philippine citizenship. If election is delayed, Affidavit justifying the delayed election;
- ☐ 7. Certificate of Registration of Election documents with the Local Civil Registrar;
- ☐ 8. If married, Marriage Certificate of the applicant and/or Birth Certificate/s of applicant's child/ren;

In case of non-availability of the record of birth of the mother, submit the following documents:

- ☐ 1. Certification from the Local Civil Registrar where she was born, and from the Bureau of Records Management, National Library (T.M. Kalaw St, near Luneta, Manila) if born before 1939, or from the NSO if born 1939 onwards;
- ☐ 2. Baptismal record;
- ☐ 3. Birth Certificate and/or Marriage Certificate of the full-blood brother/sister;
- ☐ 4. Death Certificate of the parents, if already deceased; and
- ☐ 5. Other documents showing that she is/was a Filipino citizen.

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application/petition 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.

Website: www.immigration.gov.ph
E-mail: xinfo@immigration.gov.ph
Facebook: officialbureauofimmigration
Twitter: immigrationPH