



BI FORM 2014-08-008 Rev 0
RENEWAL OF ALIEN CERTIFICATE OF REGISTRATION
IDENTITY CARD (ACR I-CARD)

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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. 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. 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.
- 5. 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 RENEWAL OF
ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD)**

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

- ☐ 1. Accomplished application form (BI Form 2014-08-010 Rev 0);
- ☐ 2. Original ACR I-Card (to be surrendered); and
- ☐ 3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay.

Additional Requirements:

For Immigrant Visa, MCL 07-021, MCL 08-003 - Amendment from Probationary to Permanent Resident Visa, Temporary Resident Visa, Treaty Trader's Visa, and Pre-Arranged Employee Visa (Commercial/Missionary):

- ☐ Photocopy of the Board of Commissioners (BOC)'s Order of Approval

For Sec. 47(a)2:

- ☐ Photocopy of endorsement from the Department of Justice (DOJ)

For Special Subic/Clark Investors Visa, Special Subic/Clark Working Visa, Cagayan Economic Zone Investor/Working Visa:

- ☐ Photocopy of Endorsement from Subic Bay Metropolitan Authority (SBMA)/Clark Development Corporation (CDC)

For Student Visa:

- ☐ Photocopy of the Student Desk-approved Order granting a Student Visa extension

For Re-Registration of Dependents:

- ☐ Certified true copy of the Board of Commissioners (BOC)'s Order, for a non-immigrant applicant
- ☐ Photocopy of parent's passport bio-page and passport page bearing the visa implementation as well as the ACR I-Card (front and back portions)
- ☐ Two (2) pieces of 2x2 colored photograph with white background and must be taken within the last three months from the date of application

For Philippine Born (Permanent Residents):

- ☐ Birth Certificate
- ☐ Certified true copy of ACR and Native-Born Certificate of Residence (NBCR), if applicable (issued by the Records Section for internal verification purposes)
- ☐ Photocopy of parent's ACR (front and back portions) and Immigrant Certificate of Residence (ICR)

[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 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
Email: xinfo@immigration.gov.ph
Facebook: officialbureauofimmigration
Twitter: immigrationPH