



BI FORM 2014-10-020 Rev 0

APPLICATION FOR UPGRADING OF VISA TO AN ACCREDITED
OFFICIAL OF A FOREIGN GOVERNMENT AND ANNOTATION
AS A DEPENDENT OF A FOREIGN GOVERNMENT OFFICIAL

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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 size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application shall not be accepted.
- 2. 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.
- 3. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION FOR
UPGRADING OF VISA TO AN ACCREDITED OFFICIAL OF A FOREIGN GOVERNMENT AND
ANNOTATION AS A DEPENDENT OF A FOREIGN GOVERNMENT OFFICIAL

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

- ☐ 1. Endorsement from the Department of Foreign Affairs (DFA) and copy of Note Verbale;
- ☐ 2. Photocopy of bio-page of applicant’s passport and latest admission;
- ☐ 3. Photocopy of Birth Certificate of the native born dependent of a FGO; and
- ☐ 4. Latest visa issued by the DFA, 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.

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.