



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 RECOGNITION AS FILIPINO CITIZEN

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

- ☐ 1. Letter request addressed to the Commissioner from either of the applicant's father/mother or both parents, **OR** from the legal guardian (if the applicant is below 18 years of age); **OR** from the applicant (if he/she is already 18 years of age or above upon filing) with statements that either father/mother or both parents are Filipino citizens at the time of the applicant's birth and all documents submitted are genuine and were legally obtained from the corresponding government agencies;
- ☐ 2. Photocopy of the applicant's passport bio-page;
- ☐ 3. Photocopy of the parent's passport bio-page;
- ☐ 4. Birth Certificate of the applicant;
- ☐ 5. Birth Certificate of either the father/mother or both parents who at the time of birth of applicant are Philippine citizens;
- ☐ 6. Affidavit of Citizenship to be executed by the applicant's parent stating tha he/she is a Philippine citizen at the time of birth of the applicant, if the application letter was executed by the applicant or legal guardian; and
- ☐ 7. BI Clearance Certificate

[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.