



BI FORM V-I-010-Rev 1
CONVERSION TO NON-QUOTA IMMIGRANT VISA OF A
PREVIOUS PERMANENT RESIDENT RETURNING FROM
A TEMPORARY VISIT ABROAD

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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 summary dismissal/delay in the processing of your application/petition,
please be advised of the following:**

1. 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. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The CGAF must be accomplished in two (2) **ORIGINAL** copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. 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.
4. All sworn statements or affidavits must be original and duly notarized.
5. 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 Philippine Statistics Authority (PSA).
6. 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.
7. 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.
8. 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.
9. The applicant and/or petitioner must always bring his/her original passport and/or valid ID (if Filipino) upon evaluation or interview by Visa Officers.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CONVERSION TO NON-QUOTA IMMIGRANT VISA OF A
PREVIOUS PERMANENT RESIDENT RETURNING FROM A TEMPORARY VISIT ABROAD**

*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 the applicant with statements of intent to reside permanently in the Philippines and reason why the applicant overstayed outside the Philippines;
- ☐ 2. Duly accomplished CGAF (BI Form CGAF-001-Rev 2);
- ☐ 3. Photocopy of passport bio-page, latest admission with valid authorized stay, departure and return to the country/arrival stamp within the 5-year period as a proof of temporary sojourn abroad;
- ☐ 4. Photocopy of proof of payment for Re-entry Permit to substantiate non-relinquishment of permanent residence;
5. Proof of financial capacity or stable source of income:

☐ a. Pension or remittances in cases of support from family members abroad;

☐ b. Return of income taxes withheld for the last taxable period and alphalist duly received by the BIR with the corresponding proof of payment [i.e. official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence], Income Tax Return (ITR) for the last taxable period and proof of payment; or

☐ c. BIR Certificate of Registration for newly established business;
- ☐ 6. Valid National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines;
- ☐ 7. BI Clearance Certificate; and
- ☐ 8. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

[To be filled out by BI Authorized 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.

Website: www.immigration.gov.ph
E-mail: xinfo@immigration.gov.ph
Facebook: [officialbureauofimmigration](https://www.facebook.com/officialbureauofimmigration)
Twitter: [immigrationPH](https://twitter.com/immigrationPH)