



RE-ISSUANCE/AMENDMENT OF ENTRIES IN THE
ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD)

GENERAL INSTRUCTIONS

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 sworn statements or affidavits must be original notarized.
4. 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.
5. 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.
6. 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.
7. 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 RE-ISSUANCE/AMENDMENT OF
ENTRIES IN THE 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 ACR I-Card renewal/re-issuance application form (BI Form 2014-08-010 Rev 0);
- ☐
2. Original ACR I-Card;
- ☐
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;
- ☐
4. Certified true copy issued by the Records Section of the Board of Commissioner (BOC)'s Order granting the visa (for internal verification purposes); and
- ☐
5. Certified true copy issued by the Records Section of the Alien Certificate of Registration (ACR)/Immigrant Certificate of Residence (for paper-based ACR holders).

Additional Requirements

A. FOR A LOST ACR I-CARD:

- ☐
1. Letter request for re-issuance of the ACR I-Card
- ☐
2. Affidavit of Loss
- ☐
3. Police Report

B. FOR AMENDMENT:

i. Name

- ☐
1. Court Order (if applicable)
- ☐
2. Amended/Corrected Birth Certificate
- ☐
3. Affidavit of Amendment of Name/Inclusion of Name

ii. Citizenship/Nationality

- ☐
1. Official document proving change of citizenship/nationality
- ☐
2. Affidavit of Change of Citizenship/Nationality

iii. Civil Status

- ☐
1. Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment /Divorce Decree)
- ☐
2. Affidavit of Change of Civil Status

iv. Address

- ☐
1. Certificate of Residence from the *Barangay* Captain
- ☐
2. Photocopy of ACR I-Card
- ☐
3. Affidavit of Change of Address

C. FOR A DAMAGED ACR I-CARD:

- ☐
1. Original ACR I-Card (to be surrendered)
- ☐
2. Official receipt(s) of payment for applicable fees
- ☐
3. Photocopy of passport bio-page and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)

[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 (ARD) 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](https://www.facebook.com/officialbureauofimmigration)
Twitter: [immigrationPH](https://twitter.com/immigrationPH)