



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA



BOC03-YYYY-MMM-SEQUENCE No.

RE-STAMPING OF VISA
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 arranged in the order as listed in the Checklist of Documentary Requirements. Otherwise, your application or petition will 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 Philippines Statistics Authority (PSA);
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.
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 application with a photocopy of a valid government-issued ID of attorney-in-fact.
6. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RE-STAMPING OF VISA

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

- ☐ 1. Letter request addressed to the Commissioner for re-stamping of visa with "No Derogatory Records" stamp from the Certification and Clearance Section (Window 23);
- ☐ 2. Certified True Copy (CTC) of Board of Commissioner (BOC)'s Order granting the visa or Certification from the Records Section (Room 314);
- ☐ 3. Photocopy of the following:
 - ☐ a. Bio-page of old and new passports;
 - ☐ b. Latest visa stamp on old passport;
 - ☐ c. Latest arrival in the new passport or summary of arrival stamp if passport does not have any Philippine arrival stamp (Window 22);
 - ☐ d. Amendments/observations concerning passport and biometric information (e.g. amendment of name, gender, nationality, date-of-birth (DOB) and passport validity);
 - ☐ e. Passport Back page, if the applicant is an Indian National
- ☐ 4. If old passport was lost or stolen, provide a policy report and/or Affidavit of Loss.

(To be filled out by Authorized BI Personnel Only)

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____ are complete and in accordance with the above checklist.

(Last name, First name, Middle name of Applicant)

BOC-Implementation Unit Evaluator
(Signature over Printed name)

Date
(DD-MMM-YYYY)

The Bureau of Immigration (BI) commits to protect and respect personal data privacy pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. The entire Data Privacy Notice of the BI is accessible in this link: <https://immigration.gov.ph/information/data-privacy>.

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

xinfo@immigration.gov.ph | www.immigration.gov.ph