



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



**RENEWAL OF ACCREDITATION OF REPRESENTATIVES/
PARALEGALS OF LAW OFFICES
GENERAL INSTRUCTIONS**

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

1. All documents must be submitted with the corresponding label (agency/liaison) at the upper right hand corner.
2. All sworn statements or affidavits must be original and duly notarized.
3. All documents required for submission must be arranged in the order as listed in the Checklist of Requirements and compiled in a legal size (8 1/2 x 14 in.) folder. Otherwise, your application or petition will not be accepted.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ACCREDITATION
RENEWAL OF REPRESENTATIVE(S)/PARALEGAL(S) OF LAW OFFICES**

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

- ☐ 1. Letter request from the law office, addressed to the Commissioner;
- ☐ 2. List of Bureau of Immigration clients served for the past year showing their names, country of citizenship and nature of transactions;
- ☐ 3. Photocopy of the latest General Information Sheet (GIS) stamped and received by the Securities and Exchange Commission (SEC);
- ☐ 4. Photocopy of the latest Income Tax Return (ITR) with proof of payment;
- ☐ 5. Affidavit of Undertaking of the managing partner/owner in the required form;
- ☐ 6. Photocopy of the Integrated Bar of the Philippines (IBP) Identification Card (I.D.) of the managing partner/owner with three (3) specimen signatures;
- ☐ 7. Duly accomplished BI Accreditation Application Form;
- ☐ 8. Contract of Employment/Appointment Letter/Certificate of Employment stating the date of employment, salary, term, and job description;
- ☐ 9. Valid National Bureau of Investigation (NBI) Clearance.
- ☐ 10. Affidavit of Undertaking by the representative(s)/paralegal(s);
- ☐ 11. Photocopy of company-issued I.D. with three specimen signatures;
- ☐ 12. Latest Seminar Training Certificate; and
- ☐ 13. Old accreditation ID of representative(s)/paralegal(s).

(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)

BI Accreditation 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

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