



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 sworn statements or affidavits must be original and duly notarized.
3. If an authorized representative will file an application in behalf of the subject, attach a copy of the Bureau of Immigration (BI) Accreditation ID (BI ID), if there's any or an original Special Power of Attorney (SPA) for **EACH** applicant plus copy of valid government ID of the representative.
4. Applicant with OLD NTSP DO NOT need to apply if:

a. the date of issuance of the CNTSP is later than the subject Hold Departure Order (HDO), Watchlist Order (WLO), Alert List Order (ALO) or Black List Order (BLO) or;

b. the Contents of the CNTSP presented are still legible and readable.
5. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
REQUEST FOR CERTIFICATE OF NOT THE SAME PERSON (NTSP)

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

- ☐ 1. Duly accomplished application form for Certificate of Not the Same Person (BI Form No. CCS-A-NSTP-2016);
- ☐ 2. Signed and Sealed Court Clearance duly issued by the concerned Court or Agency that issued the Order, Letter Request or Warrant of Arrest to include the person in the Bureau's derogatory list. The Court or Agency MUST CERTIFY WITH CERTAINTY that the applicant is NOT THE SAME PERSON as that of the Accused or Respondent based on their records of the case.
- ☐ 3. NBI Clearance for applicant with BLACK LIST ORDER (BLO) and WATCHLIST ORDER (WLO) issued by the Bureau of Immigration.

[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.