



BI FORM 2014-05-015 Rev 0  
CANCELLATION OF ALIEN CERTIFICATE OF REGISTRATION (ACR)  
BY REASON OF ADMINSTRATIVE NATURALIZATION

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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 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 or petition shall 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 National Statistics Office (NSO) of the Philippines.
- 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 if written in other foreign language.
- 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 applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
- 6. 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.
- 7. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CANCELLATION OF  
ALIEN CERTIFICATE OF REGISTRATION (ACR) OF ADMINISTRATIVE NATURALIZATION

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

Please submit original plus three (3) photocopies.

- ☐ 1. Letter request addressed to the Commissioner for the cancellation of ACR signed by the applicant, with a statement that all documents submitted were legally obtained from the corresponding government agencies;
- ☐ 2. Photocopy of the valid ACR I-Card of the applicant (front and back portions);
- ☐ 3. Birth Certificate of the applicant;
- ☐ 4. Marriage Certificate or Marriage Contract of parents;
- ☐ 5. Certified true copies from the Special Committee on Naturalization (SCN) of the following documents:
  - ☐ a. Petition for Naturalization;
  - ☐ b. Certificate of Naturalization;
  - ☐ c. Oath of Allegiance; and
- ☐ 6. BI Clearance Certificate.

[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.