

Guidelines in Applying for National Bureau of Investigation (NBI) Clearance for Applicants Abroad

Applicants who are living/working abroad must secure and accomplish the NBI Fingerprint Card Form, available at the Philippine Embassy/Consulate General, and send it to the NBI in the Philippines for the issuance of an NBI Clearance Certificate. This process also applies to Foreign Nationals who had lived in the Philippines and will be required to submit NBI Clearance Certificate. **Personal appearance is a must for applicants seeking for clearance.**

Requirements for First Time Applicants:

1. Secure a **Fingerprint Card Form** from the nearest Philippine Embassy/Consulate General where the applicant works/resides.

If applicant cannot come in person, please send a request letter together with a Self-addressed Prepaid Return Envelope or a Self-Addressed Stamped Return Envelope to request for a Fingerprint Card Form. Please send the request letter to the address below:

Philippine Consulate General
Attn: Legal Section
447 Sutter Street, 6th Floor
San Francisco, California 94108, USA

2. Fill out the personal data truthfully and legibly. ([Click here for a sample form](#)).
3. Provide the following:
 - a. **Two (2) identical photographs (2" x 2")** taken in plain white background and taken within the last three (3) months. Blurred or low-quality photos are not accepted.
 - b. Original and one (1) photocopy of **valid passport** (data page only).
 - c. Additional valid identification document (I.D.) from the country of residence may be submitted.
 - d. **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address with tracking number.
4. Proceed to the **nearest police station or the police station in your locality** to have your **fingerprints impressed (Rolled Impression)** on the appropriate spaces. The Officer/Person who took your fingerprints should indicate his/her name, official designation, and signature on the space provided on the card.
5. After the fingerprint impressions are taken:
 - a. *In case applicant will personally submit the accomplished form to the Philippine Consulate* – have the form acknowledged by the Consul. Please get an appointment for **“Legal and Notarial Services”**.
 - b. *In case applicant cannot personally bring the accomplished form to the Philippine Embassy/Consulate* – have the Fingerprint Card Form notarized by a notary public.

Submit the notarized form to the **Office of the Secretary of State/Lieutenant Governor** who has jurisdiction over the place of notarization for the issuance of an **Apostille Certificate**.

6. New applicants are required to register online at www.nbi.gov.ph. The applicant is required to sign-up and sign-in to apply for clearance until a reference number appears on the computer screen. Please copy this reference number as this will serve as the NBI's code in the retrieval of the applicant's data and status of application.

Requirements for Renewal of NBI Clearance:

1. Applicants who were previously issued NBI Clearance Certificates dated **2011 and beyond** will have their certificates authenticated first by the Information and Communication Technology Division (ICTD). If your NBI Clearance Certificate was issued **prior to 2014 or you have lost your personal copy of the certificate**, please follow the instructions for First Time applicants.
2. Together with the above, provide the following:
 - a. **Two (2) identical photographs (2" x 2")**, taken in plain white background and taken within the last three (3) months. Blurred or low-quality photos are not accepted.
 - b. Original and one (1) photocopy of **valid passport** (data page only)
 - c. Additional valid identification document (I.D.) from the country of residence may be submitted.
 - d. **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address with tracking number.
3. If there are **changes in the applicant's personal data** (ex. Name, Date of Birth, Place of Birth), applicant is advised to fill-up the form for first time applicants and attach a photocopy of your Birth Certificate or Marriage Certificate as proof for the changes to be applied.
4. Renewal applicants are also required to register online at www.nbi.gov.ph. The applicant is required to sign-up, sign-in, and fill-out all the personal information thereat until a reference number appears on the computer screen. Please copy this reference number as this will serve as the NBI's code in the retrieval of the applicant's data and verification of status of application.

Applicants who have previously issued NBI clearances from **2014 to present** can now renew their NBI clearance without the need of accomplishing a new NBI Fingerprint Card Form provided that **no changes are made on their personal data (ex. Name, Date of Birth, Place of Birth)**. Moreover, applicants no longer need to register online. If this is the case, applicant must accomplish the requirements mentioned in **Item No. 2** together with the clearance certificate dated 2014 to present and submit them to the NBI.

Processing Fee for Acknowledgment (Notarization) at the Philippine Consulate General:

All Fees are non-refundable. Fees should be made payable to the “**Philippine Consulate General**” in Cash, Money Order, Bank Draft, Certified Check or Cashier’s Check. **Personal checks and credit/debit cards are not accepted.**

Acknowledgment (Notarization) of NBI Fingerprint Card Form **\$25.00**

For the issuance of NBI Clearance in the Philippines:

Applicants can submit their accomplished form and payment to the NBI by two (2) means: By Mail or Through a Representative.

1. Enclose a money order or bank draft in the amount of **Two Hundred Pesos (P200.00)**, in Philippine currency, negotiable in the Philippines, and made payable to the “**NBI Director, Taft Avenue, Ermita 1000 Manila, Philippines**”. Cash is also accepted.

The Clearance Fee is One Hundred Fifteen Pesos (P115.00) and the remaining Eighty-Five Pesos (P85.00) will be used to send the Clearance Certificate through the Philippine Post.

2. Send the accomplished form to:

Mailed Clearance Section
NBI Clearance Building
National Bureau of Investigation
UN Avenue, Ermita, Manila 1000 Philippines

The NBI can also be reached at telephone number 523-8231 loc. 5465. The processing time will take a maximum of five (5) days upon receipt of documents.

3. *If the form will be submitted by the applicant’s representative* – Send the accomplished form and payment to your representative, along with a **Notarized Letter of Authorization** authorizing him/her to transact on your behalf.

Things to remember: Upon receipt of your NBI clearance certificate, please examine it for the presence of the embossed NBI DRY SEAL. The clearance is invalid without it. You must also affix your clear and properly taken THUMBPRINT on the space provided for on the clearance certificate with the assistance of any local police in your area before submitting it to the end-user.

For Inquiries: Please send an email to: legal@philippinesanfrancisco.org