

# NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE

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## REQUIREMENTS (for first-time applicants living/working abroad):

1. Bring two (2) colored 2" x 2" photograph, taken within three months before the date of application, showing a clear front view of applicant's face, with a white background. No sleeveless attire. Blurred or low quality photos are not accepted.
2. Secure a blue **Fingerprint Card form** either from the Office of the Police Attaché (5<sup>th</sup> floor of the Philippine Center) or the Consulate's Information Desk (6<sup>th</sup> floor). Fill up the form.
  - For married women, please write your name in the following order: maiden surname (father's surname), husband's surname, first or given name, and maternal surname (mother's family name).
3. The Office of the Police Attaché (2<sup>nd</sup> floor) will have your fingerprints impressed (ROLLED IMPRESSION) on the appropriate spaces. The officer /person who "fingerprinted" you should sign his name and state his official designation on the space provided for the purpose on the card.
  - If you cannot come to the Office of the Police Attaché, you may bring your Fingerprint Card to any local police station. The police officer will make the rolled impressions of your fingerprints, then sign over his name and official designation. Afterwards, bring the Fingerprint Card for authentication to any of the following offices with jurisdiction over the police station:
    1. The Local County Clerk for documents notarized by notaries commissioned in Northern California;
    2. The Office of the Secretary of State for Colorado, Idaho, Montana, Northern Nevada, Oregon, Washington State and Wyoming; or
    3. The Office of the Lieutenant Governor for Alaska and Utah.
4. Present/Mail the Fingerprint Card to the Consulate General for authentication.
  - If you will mail the Fingerprint Card, enclose a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice. USPS Priority Mail Express envelopes are recommended.
5. Pay the authentication fee of \$25 (non-refundable), payable in money order, bank draft, certified check or cashier's check, or cash when personally

applying. **Personal checks and credit cards are not accepted. If you will mail your application, do not enclose cash.**

*Note: The Philippine Embassy/Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.*

6. Send the authenticated Fingerprint Card to the NBI in the Philippines for issuance of the clearance.

### **Sending via Mail:**

1. Enclose Money Order in the amount of Php 200.00 or bank draft, which is negotiable in the Philippines, payable to the Director, National Bureau of Investigation, Taft Avenue, Ermita 1000 Manila, Philippines

The following are the accredited banks:

- Philippine National Bank (PNB)
- Hong Kong and Shanghai Bank Co. (HSBC)
- ANZ – A New Zealand Bank
- METROBANK
- Bank of Philippine Islands (BPI)

2. Mail the authenticated Fingerprint Card and money order to:  
Mr. Francisco Donozo  
Attn: Identification and Records Division - Mailed Clearance Section  
National Bureau of Investigation  
Taft Ave., Ermita 1000 Manila  
Philippines

### **Submission through a Representative in the Philippines**

1. Mail the accomplished form to your representative, along with a signed letter authorizing him/her to transact business on your behalf. Your relative may visit the office of the Electronic Data Processing Division (EDPD) in NBI Taft Avenue, Manila for further assistance.
2. Upon receipt of your clearance certificate, please examine it for the presence of the embossed NBI DRY SEAL at its lower left portion. 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.

**REQUIREMENTS (for applicants living/working abroad renewing their NBI clearance, issued from 1998 onwards):**

1. Original NBI clearance, with updated information for address and purpose of clearance indicated; otherwise, write "Same Data", if none
2. For changes in name, date of birth or place of birth, duly-accomplished Fingerprint Card form, with photocopy of Birth Certificate or Marriage Certificate
3. Two (2) colored photographs, 2" x 2", taken within three months before the date of application, showing a clear front view of applicant's face, with a white background. No sleeveless attire. Blurred or low quality photos are not accepted.
4. Photocopy of your passport with date stamped proving your presence abroad
5. Send all of the above documents to the NBI, following the same SENDING instructions above.

*Note: If NBI clearance was issued prior to 1998, or you have lost your personal copy of the certificate, follow the instructions for First Time applicants from abroad.*