



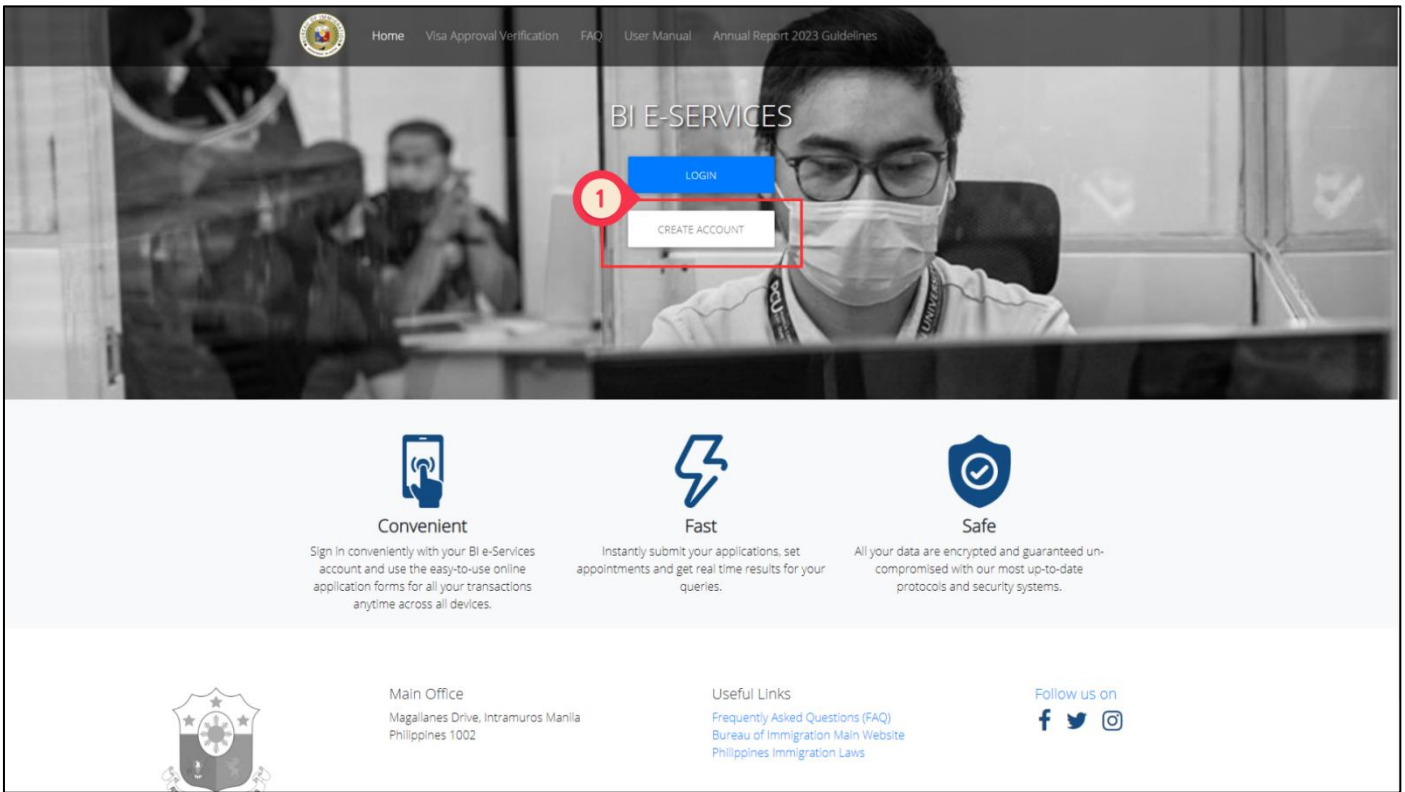
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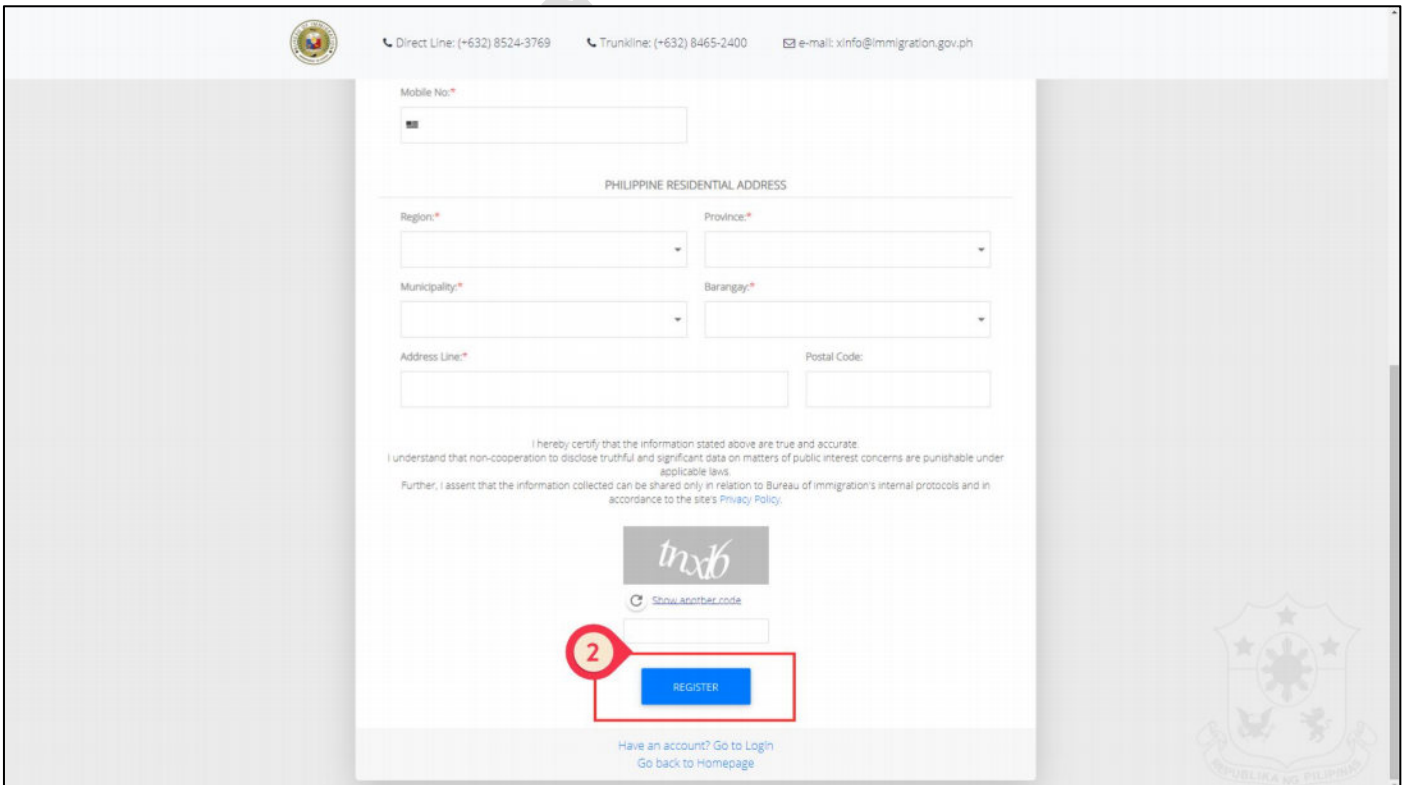
BUREAU OF IMMIGRATION PHILIPPINES - PUBLIC DISTRIBUTION

I. Registering a New Account

1) At the home page, click the **“CREATE ACCOUNT”** button.

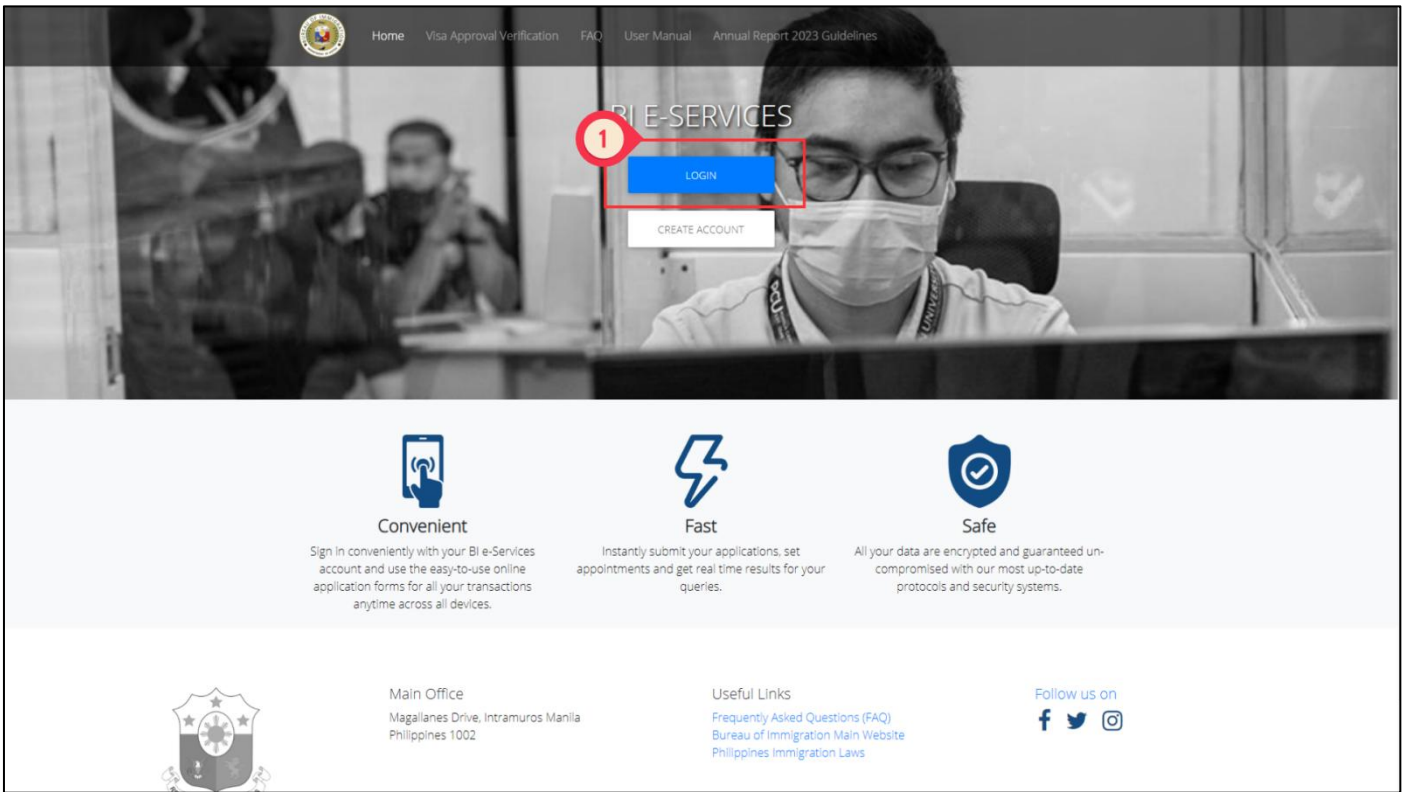


2) Fill up all the required fields with correct information and click the **“REGISTER”** button.

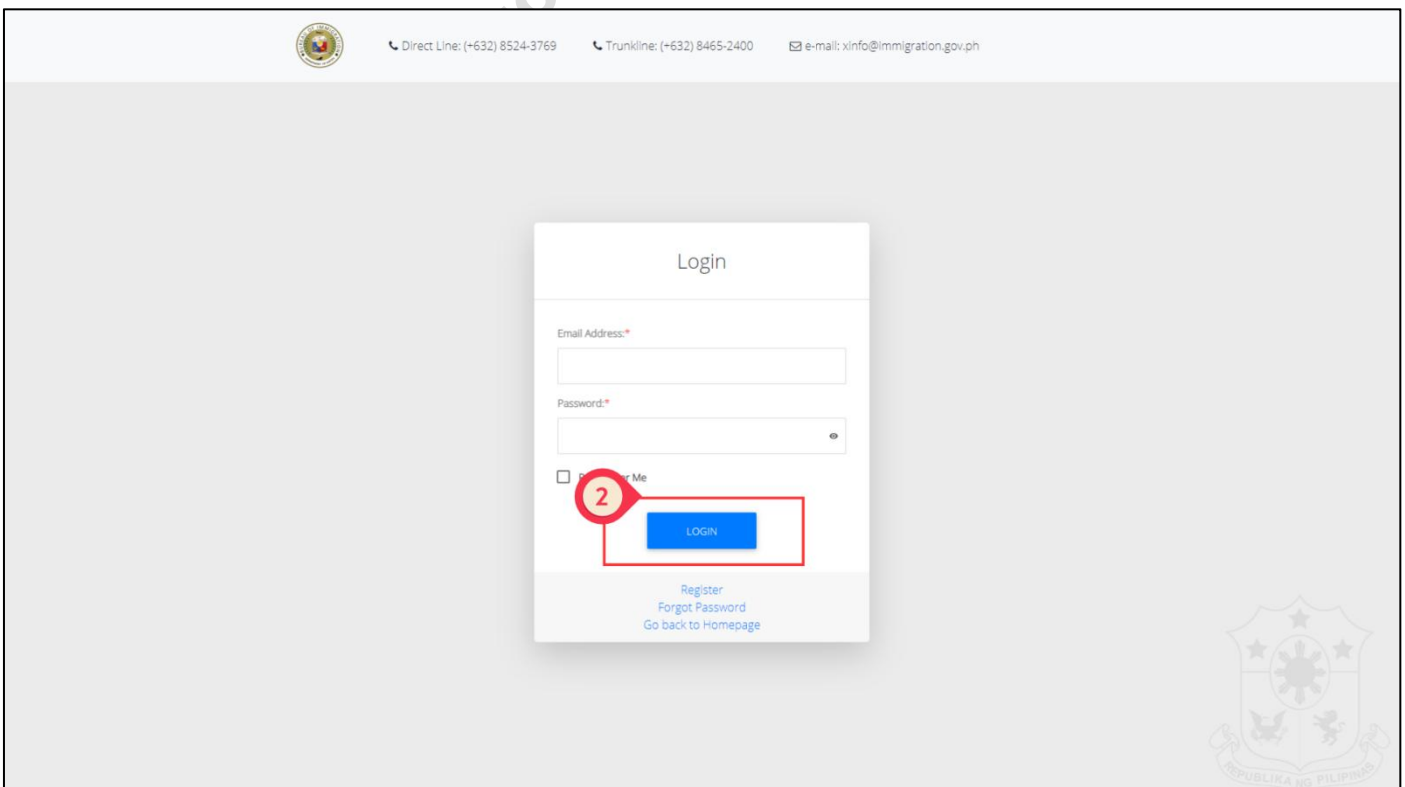


II. Logging In

1) At the home page, click the “**LOGIN**” button.



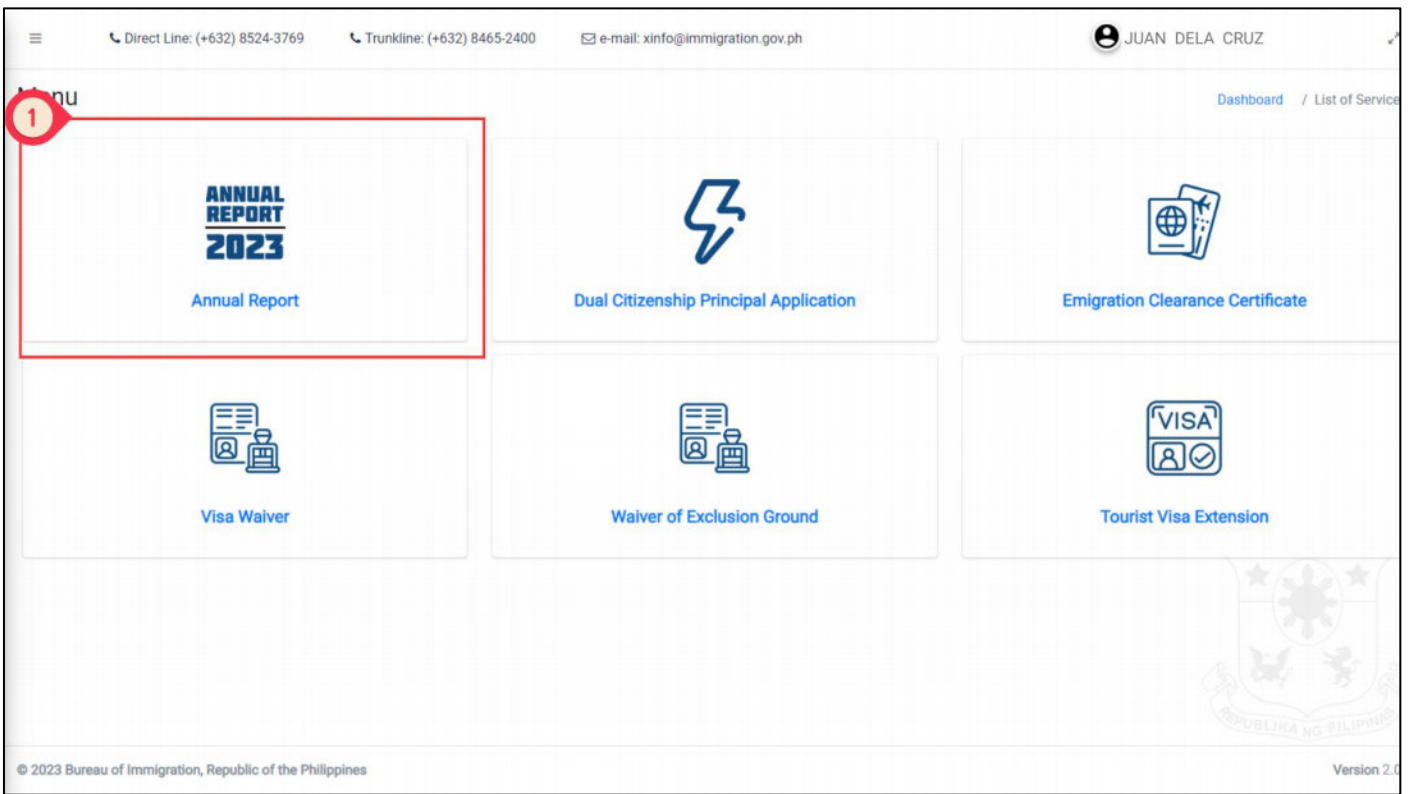
2) Enter your registered email address and the corresponding password and then click the “**LOGIN**” button.



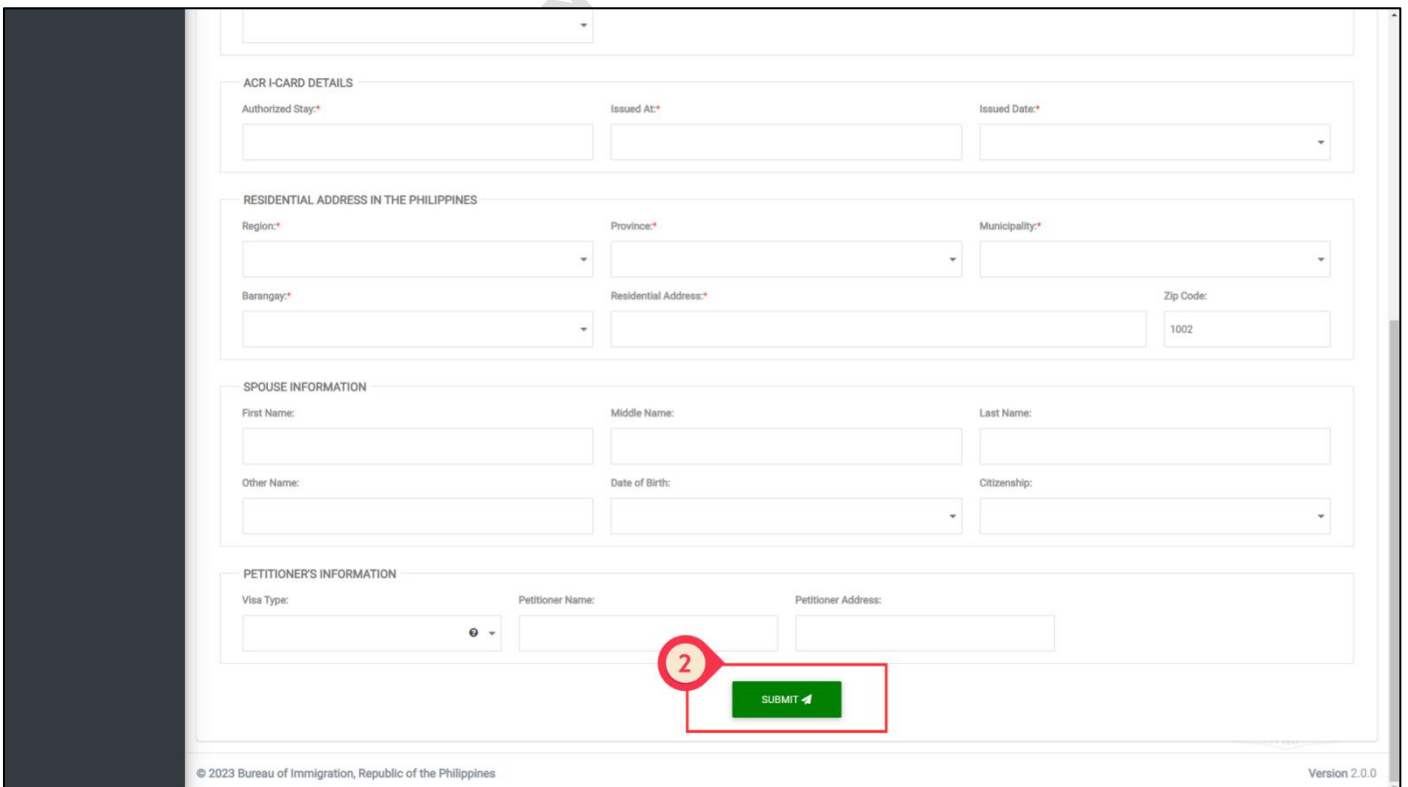


III. Applying for Annual Report

1) Upon logging in, click the **Annual Report** icon from the **Services** page.



2) Fill up all the required fields with accurate information and click the **“SUBMIT”** button.





- 3) Wait for your **Reference Number** to appear. This confirms that your application has been submitted successfully.

The screenshot shows a web interface for the Bureau of Immigration's e-Services. A modal window titled "Appointment Slip" is open, displaying the following information:

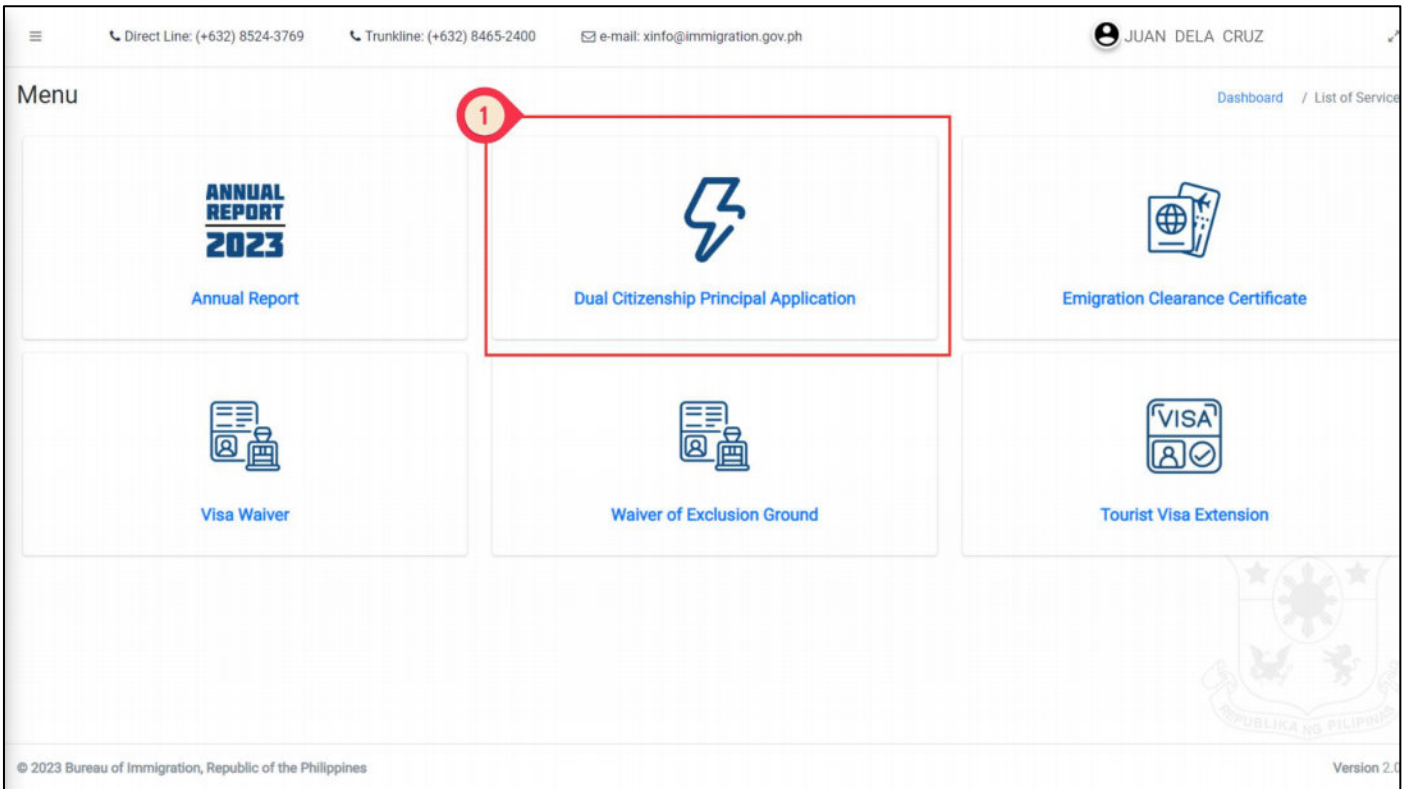
- REFERENCE NUMBER:** BI23EA144210375
- PERSONAL INFORMATION:**
 - FIRST NAME: JUAN
 - MIDDLE NAME: N/A
 - LAST NAME: DELA CRUZ
- REMINDER:** TO PROCESS YOUR ANNUAL REPORT, KINDLY PROCEED TO ROBINSONS PLACE MANILA, SM MALL OF ASIA OR TO THE NEAREST PARTICIPATING OFFICE
- DATE CREATED:** 25 May 2023
- PRINT** button

The background interface shows a menu with options like "Services", "My Transactions", "FAQ", and "Contact Us". There are also buttons for "Annual Report 2023" and "Waiver of Exclusion Ground".

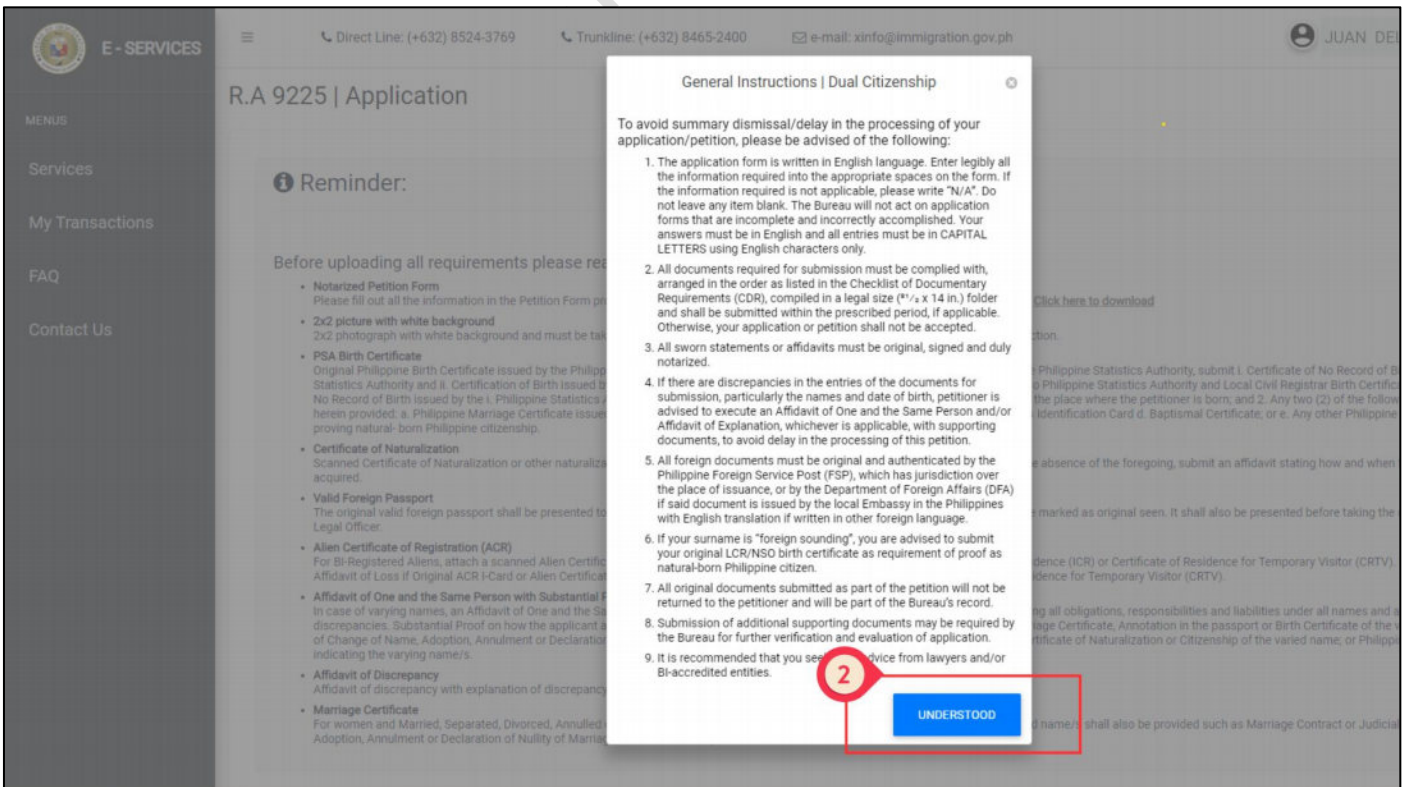
BUREAU OF IMMIGRATION PHILIPPINES

IV. Applying for Dual Citizenship

1) Upon logging in, click the **Dual Citizenship Principal Application** icon from the **Services** page.



2) After reading the instructions and reminders, click **“UNDERSTOOD”**.





3) Fill up all the required fields with accurate information and click the “SUBMIT” button

Region: CORDILLERA ADMINISTRATIVE REGION (CAR) Province: APAYAO Municipality: CALANASAN (BAYAG)

Barangay: CADACLAN Complete Philippine Address: SAMPALOC MANILA Postal Code: 1002

REQUIREMENTS

Notarized Petition Form: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

2x2 picture with white background: Supported format (.jpg, .jpeg, .png) [Browse...]

PSA Birth Certificate: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

Certificate of Naturalization: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

Valid Foreign Passport: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

Allen Certificate of Registration (ACR): Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

Affidavit of One and the Same Person with Substantial Proof: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

Affidavit of Discrepancy: Supported format (.pdf, .jpg, .jpeg, .png) [Browse...]

DEPENDENTS

Name	Action
Add No data to display	

3 SUBMIT

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4) Select from the **Payment Options** to proceed to the online payment portal.

Direct Line: (+632) 8524-3769 Trunkline: (+632) 8465-2400 e-mail: xin@immigration.gov.ph JUAN DELA CRUZ

Order of Payment Slip

Transaction Type: PETITION FOR REACQUISITION/RETENTION OF PHILIPPINE CITIZENSHIP (PRINCIPAL)
Reference No: BI23D9464206192

Item Desc	SubTotal
LEGAL RESEARCH FEE	PHP 10.00
APPLICATION FEE (PRINCIPAL)	PHP 2500.00
EXPRESS LANE FEE (FILING)	PHP 500.00
TOTAL:	PHP 3,010.00

Note: Additional bank fee/s will be charged upon the use of e-payment service.

Reminder

Before clicking the **PAY NOW**, please take note of the following:

- All applications are subject to **verification**.
- No Refund Policy.** The client acknowledges and agrees that all fees, including the initial fee, of the Paid Service will not be refunded once the payment has been made.
- For Clients using Land Bank Link BizPortal, there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
- You may need to manually go to **e-services.immigration.gov.ph** after your payment transaction to check your application status.

Payment Options

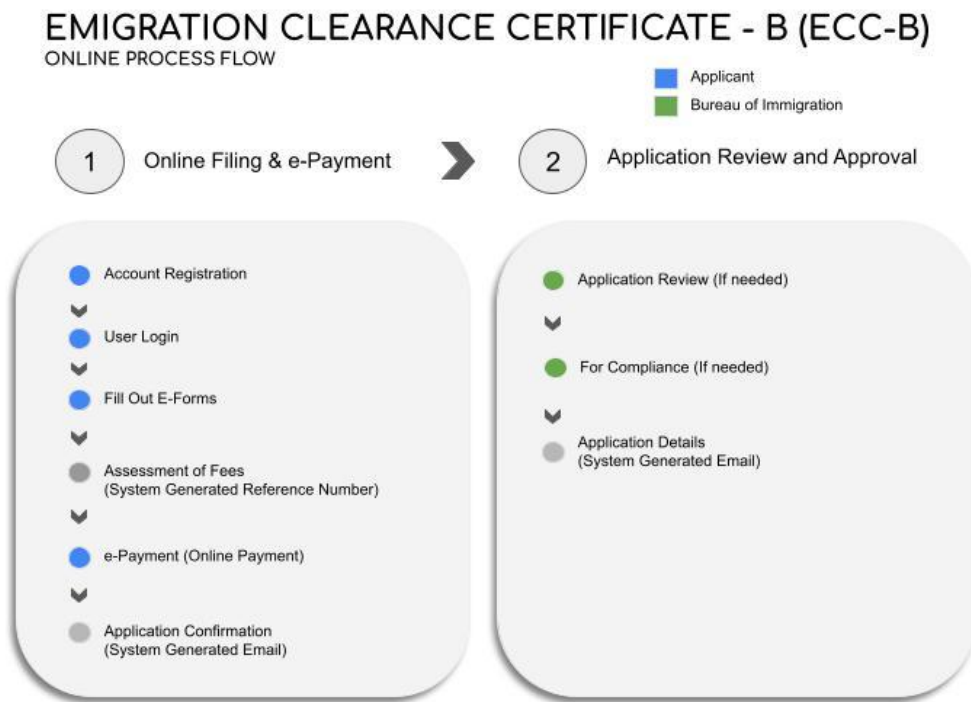
You are about to leave BI E-Services and will be redirected to the Payment Portal Page.

4 [Link BizPortal](#)

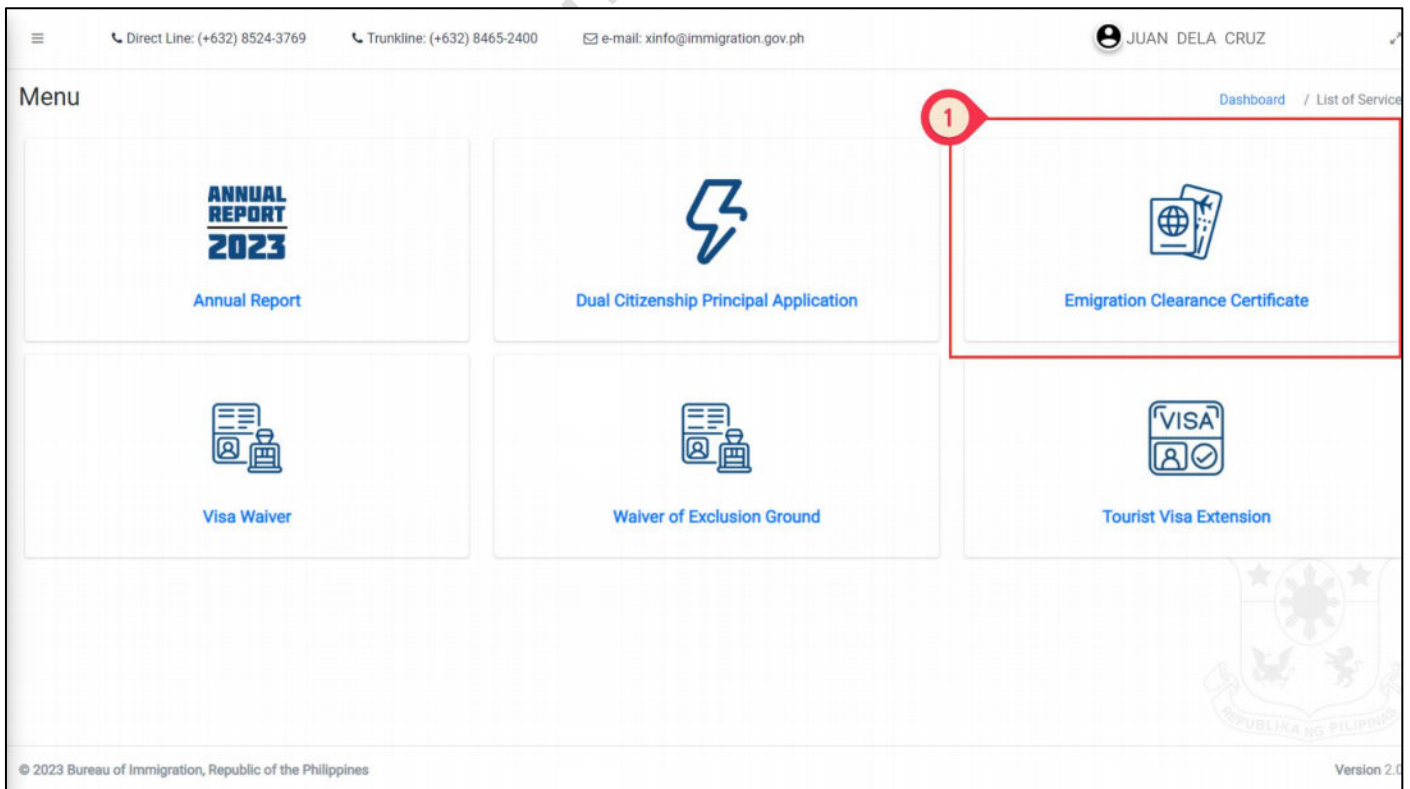
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V. Applying for ECC-B

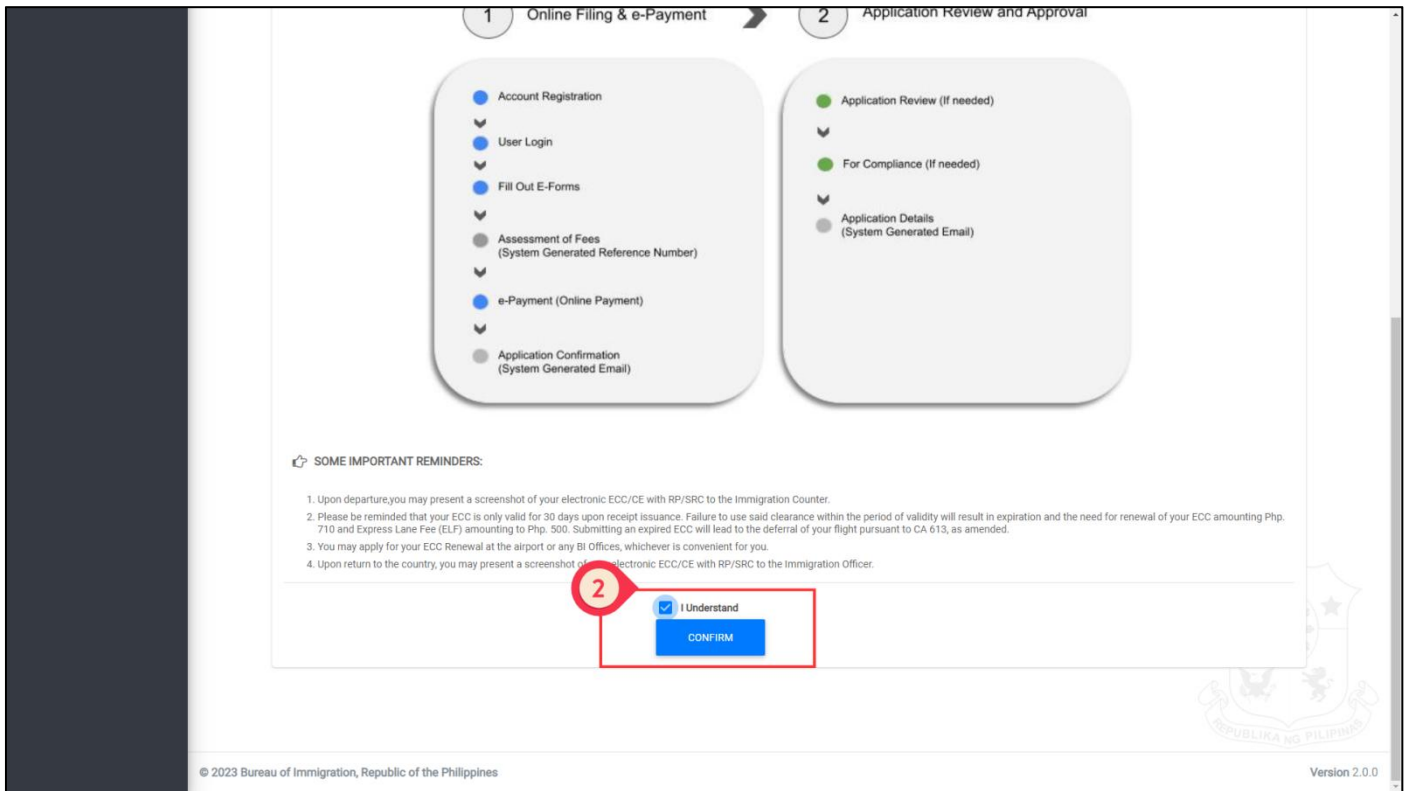
ECC - B Online process flow



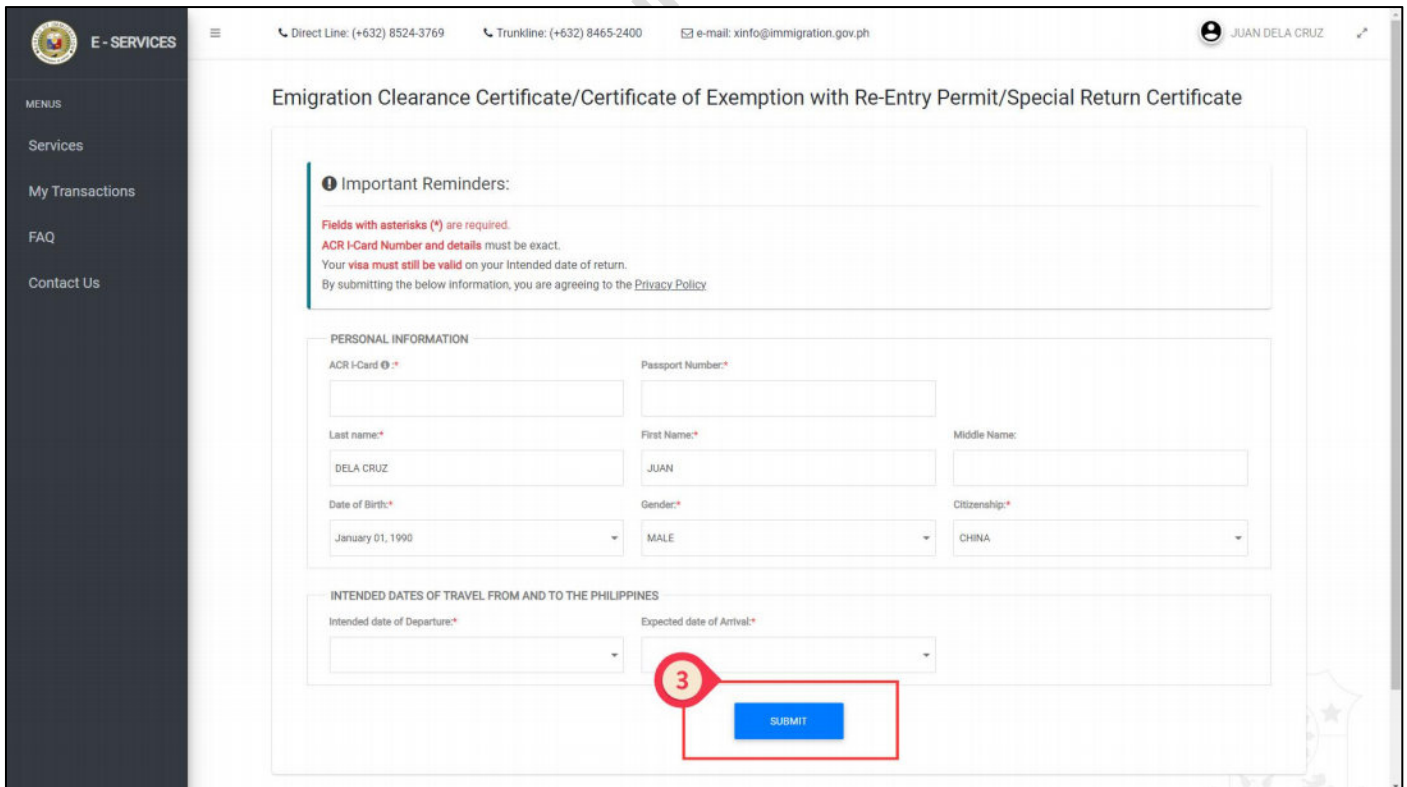
1) Upon logging in, click the **Emigration Clearance Certificate** icon under the **Services** page.



2) Tick the checkbox and click the **“CONFIRM”** button.



3) Fill up all the required fields with accurate information and click the **“SUBMIT”** button.





4) Select from the **Payment Options** to proceed to the online payment portal.

VICES

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JUAN DELA CRUZ

Order of Payment Slip

Transaction Type: ECC/CE with RP/SRC
Reference No: BI2310CC3487095

Item Desc	SubTotal
HEAD TAX	PHP 250.00
RP/SRC	PHP 1400.00
LEGAL RESEARCH FEE	PHP 30.00
EMIGRATION CLEARANCE CERTIFICATE	PHP 700.00
EXPRESS LANE FEE	PHP 500.00
TOTAL:	PHP 2,880.00

Note: Additional bank fee/s will be charged upon the use of e-payment service.

Reminder

Before clicking the **PAY NOW**, please take note of the following:

1. All applications are subject to **verification**.
2. **No Refund Policy**. The client acknowledges and agrees that all fees, including the initial fee, of the Paid Service will not be refunded once the payment has been made.
3. For Clients using Land Bank Link BizPortal, there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
4. You may need to manually go to **e-services.immigration.gov.ph** after your payment transaction to check your application status.

Payment Options

You are about to leave BI E-Services and will be redirected to the Payment Portal Page.

[Link BizPortal](#)

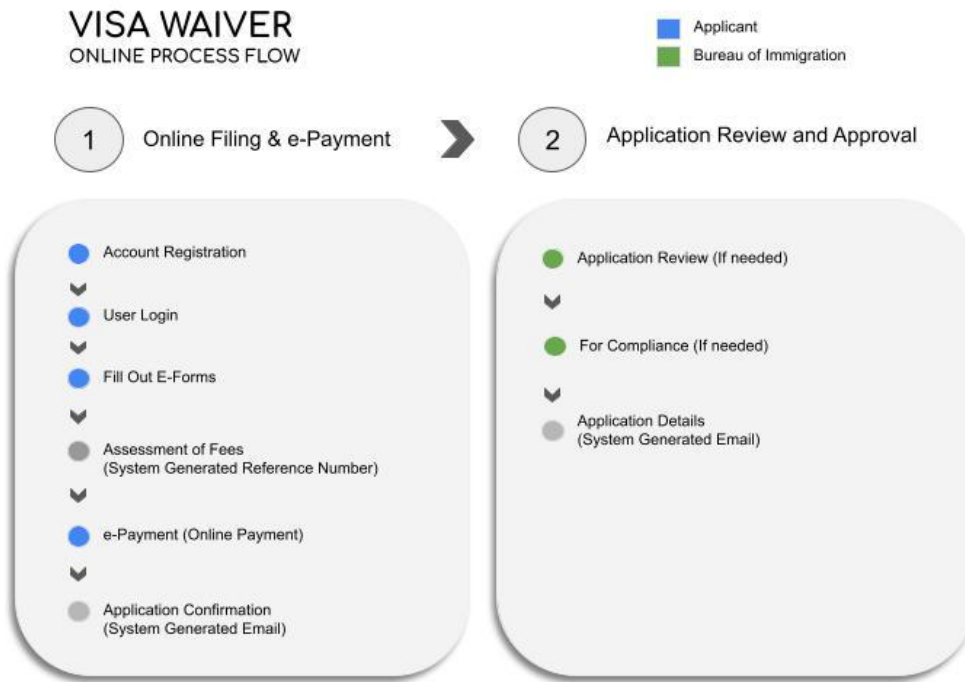
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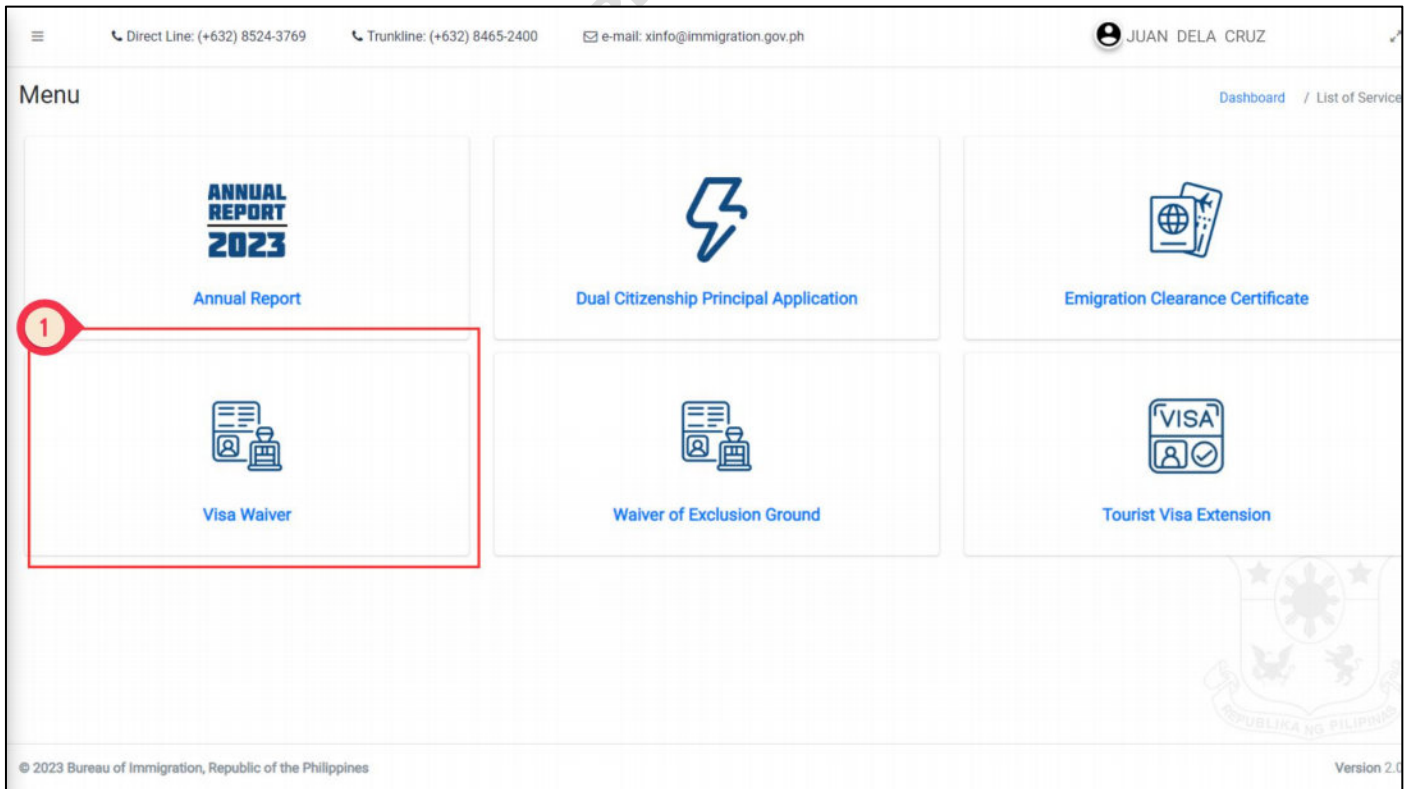


VI. Applying for Visa Waiver

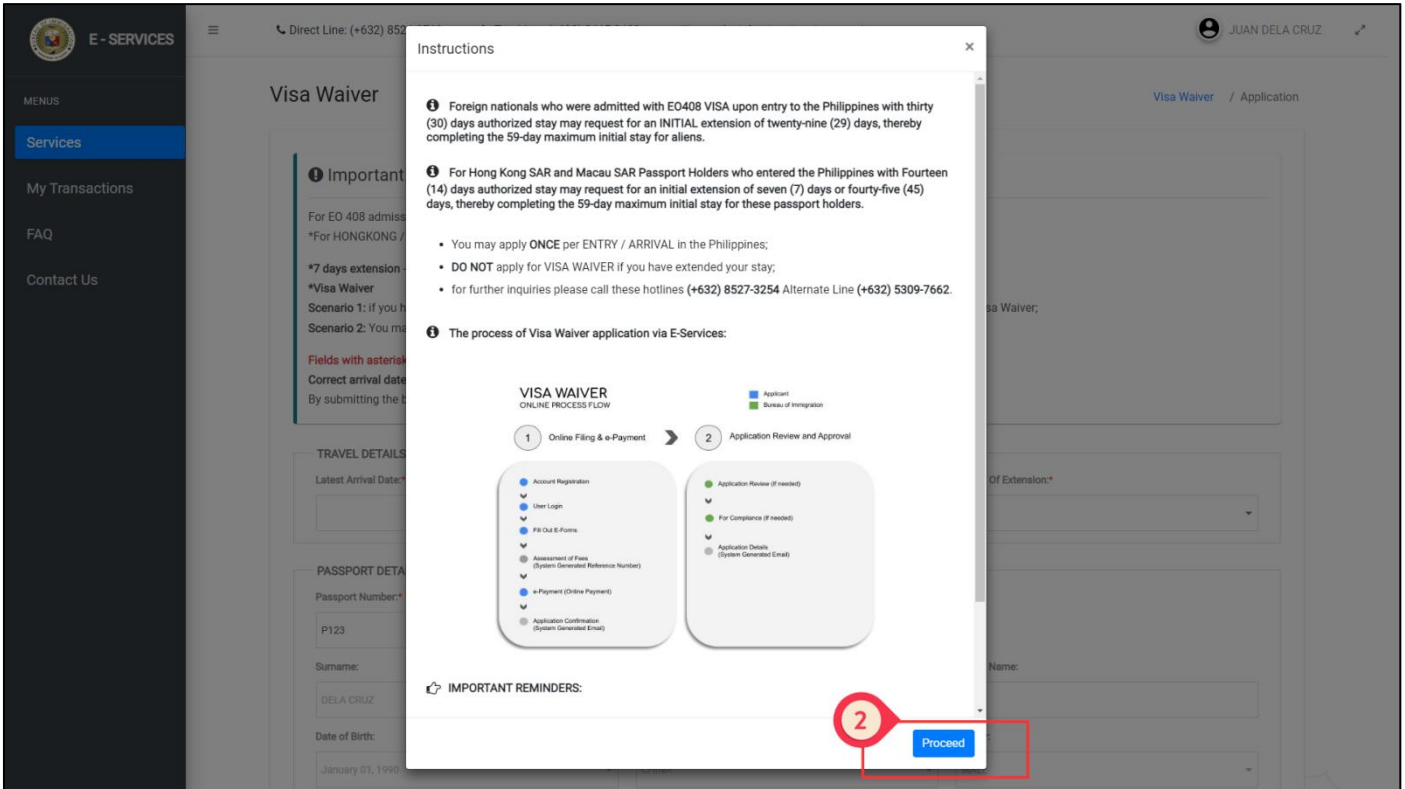
Visa Waiver Online Process Flow



1) Upon logging in, click the **Visa Waiver** icon under the **Services** page.



2) After reading the instructions and reminders, click **“PROCEED”**.



Instructions

- Foreign nationals who were admitted with E0408 VISA upon entry to the Philippines with thirty (30) days authorized stay may request for an INITIAL extension of twenty-nine (29) days, thereby completing the 59-day maximum initial stay for aliens.
- For Hong Kong SAR and Macau SAR Passport Holders who entered the Philippines with Fourteen (14) days authorized stay may request for an initial extension of seven (7) days or forty-five (45) days, thereby completing the 59-day maximum initial stay for these passport holders.
 - You may apply **ONCE** per ENTRY / ARRIVAL in the Philippines;
 - DO NOT** apply for VISA WAIVER if you have extended your stay;
 - for further inquiries please call these hotlines **(+632) 8527-3254** Alternate Line **(+632) 5309-7662**.

The process of Visa Waiver application via E-Services:

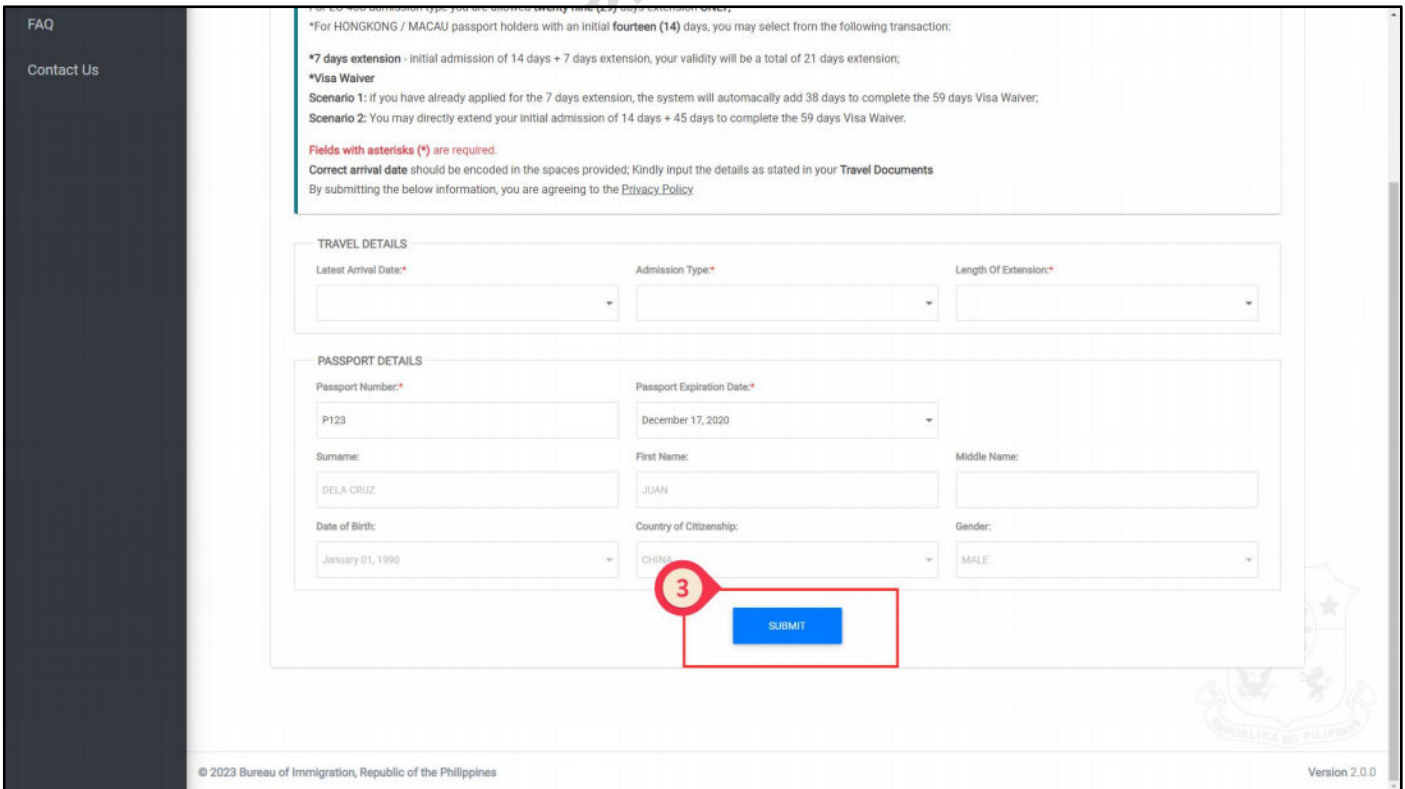
VISA WAIVER ONLINE PROCESS FLOW

- Online Filing & e-Payment
 - Account Registration
 - User Login
 - Fill Out E-Forms
 - Assessment of Fees (System Generated Reference Number)
 - e-Payment (Online Payment)
 - Application Confirmation (System Generated Email)
- Application Review and Approval
 - Application Review (if needed)
 - For Compliance (if needed)
 - Application Details (System Generated Email)

IMPORTANT REMINDERS:

2 Proceed

3) Fill up all the required fields and click **“SUBMIT”**.



TRAVEL DETAILS

Latest Arrival Date:* Admission Type:* Length Of Extension:*

PASSPORT DETAILS

Passport Number:* P123 Passport Expiration Date:* December 17, 2020

Surname: DELA CRUZ First Name: JUAN Middle Name:

Date of Birth: January 01, 1990 Country of Citizenship: CHINA Gender: MALE

3 SUBMIT

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4) Select from the **Payment Options** to proceed to the online payment portal.

VICES | Direct Line: (+632) 8524-3769 | Trunkline: (+632) 8465-2400 | e-mail: xinfo@immigration.gov.ph | JUAN DELA CRUZ

Order of Payment Slip

Transaction Type: VISA WAIVER
Reference No: BI231C323402674

Item Desc	SubTotal
CERTIFICATE FEE	PHP 500.00
VISA WAIVER	PHP 500.00
LEGAL RESEARCH FEE	PHP 30.00
VISA WAIVER APPLICATION FEE	PHP 1000.00
EXPRESS LANE FEE	PHP 500.00
EXPRESS LANE FEE (CERTIFICATION)	PHP 500.00
TOTAL:	PHP 3,030.00

Note: Additional bank fee/s will be charged upon the use of e-payment service.

Reminder

Before clicking the **PAY NOW**, please take note of the following:

- All applications are subject to **verification**.
- No Refund Policy.** The client acknowledges and agrees that all fees, including the initial fee, of the Paid Service will not be refunded once the payment has been made.
- For Clients using Land Bank Link BizPortal, there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
- You may need to manually go to **e-services.immigration.gov.ph** after your payment transaction to check your application status.

Payment Options

You are about to leave BI E-Services and will be redirected to the Payment Portal Page.

[Link BizPortal](#)

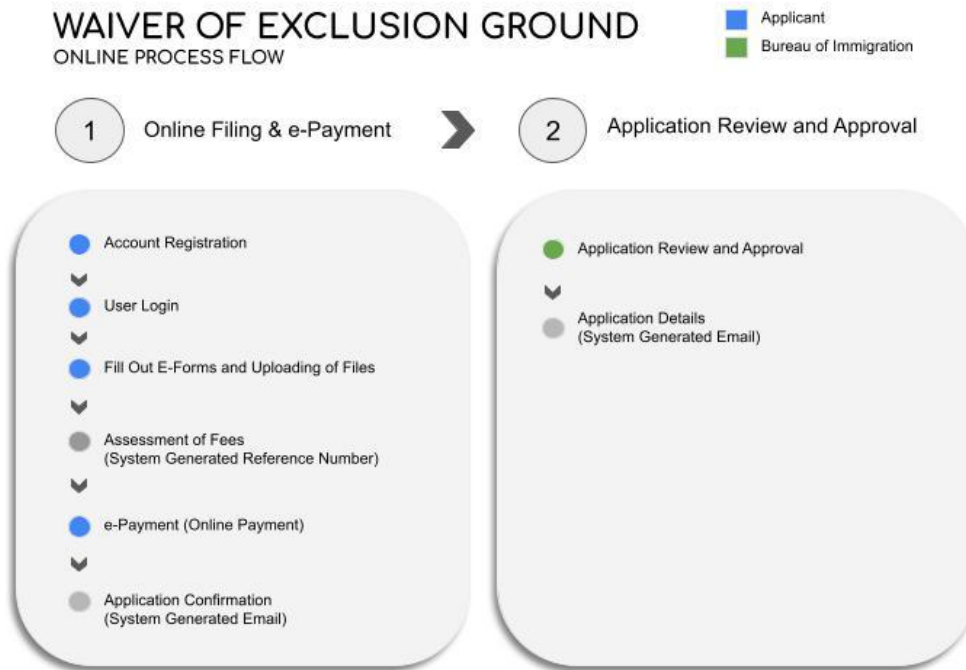
4

BUREAU OF IMMIGRATION PHILIPPINES

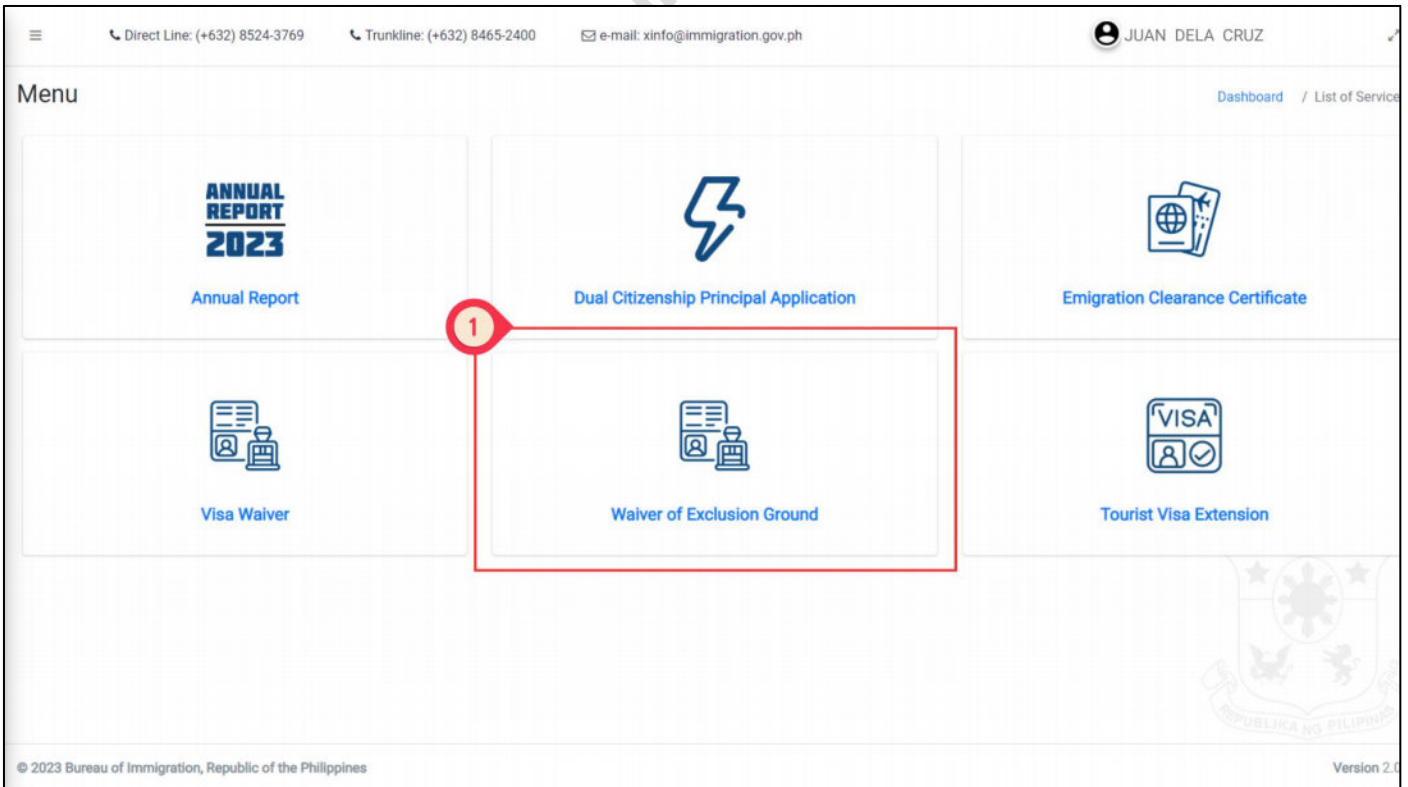


VII. Applying for W.E.G.

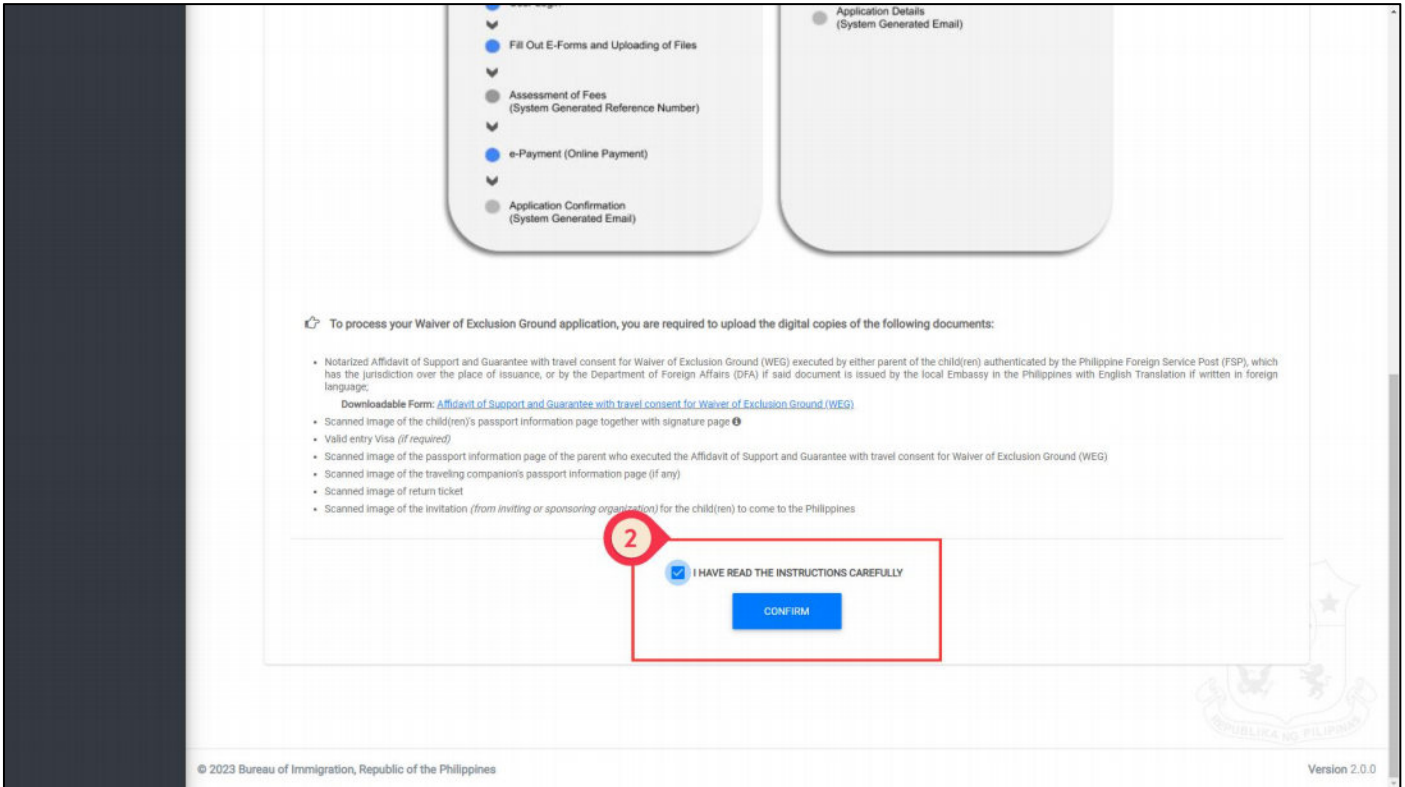
Waiver of Exclusion Ground Online Process Flow



1) Upon logging in, click the **Waiver of Exclusion Ground** icon under the **Services** page.



2) Tick the checkbox and click the **“CONFIRM”** button.



To process your Waiver of Exclusion Ground application, you are required to upload the digital copies of the following documents:

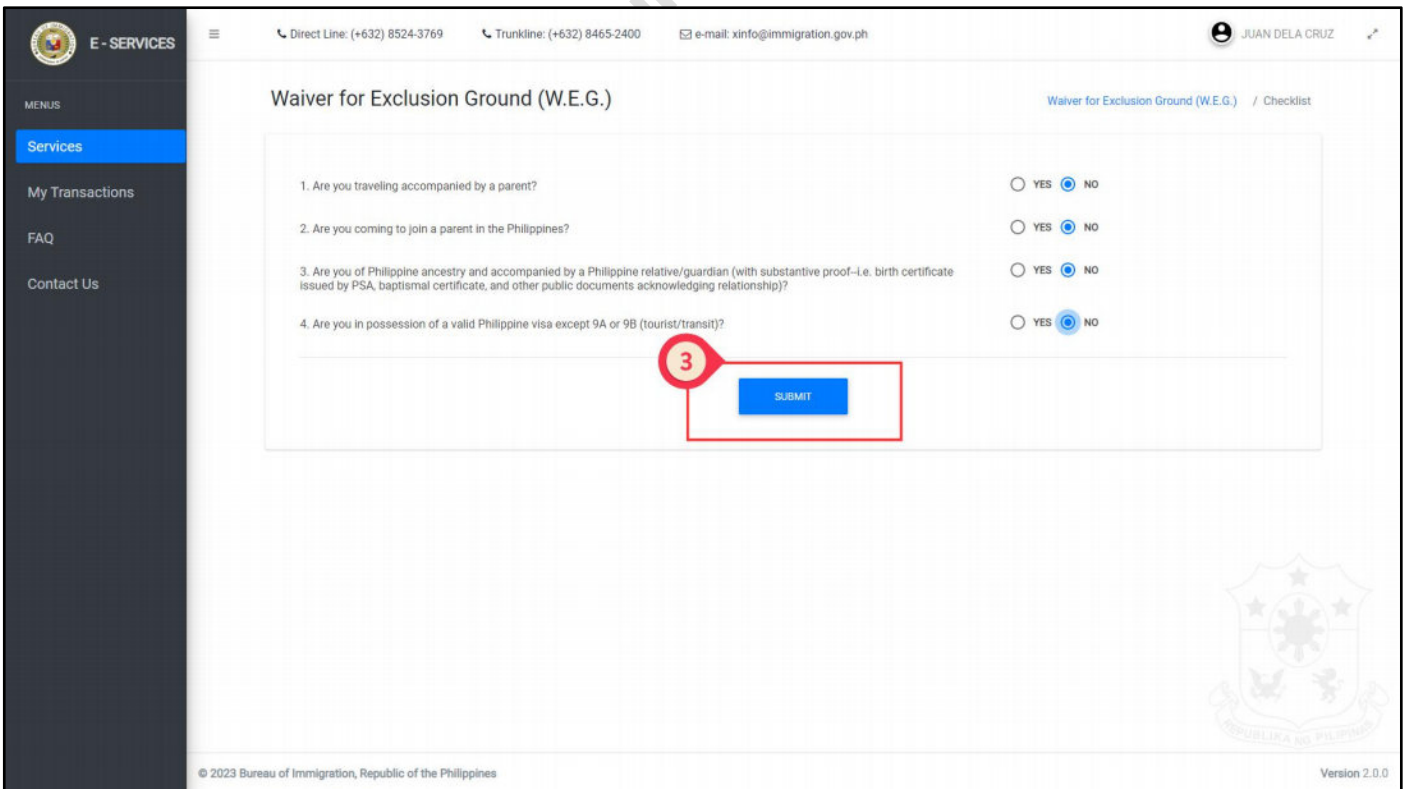
- Notarized Affidavit of Support and Guarantee with travel consent for Waiver of Exclusion Ground (WEG) executed by either parent of the child(ren) authenticated by the Philippine Foreign Service Post (FSP), which has the jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines with English Translation if written in foreign language.
Downloadable Form: [Affidavit of Support and Guarantee with travel consent for Waiver of Exclusion Ground \(WEG\)](#)
- Scanned image of the child(ren)'s passport information page together with signature page
- Valid entry Visa (if required)
- Scanned image of the passport information page of the parent who executed the Affidavit of Support and Guarantee with travel consent for Waiver of Exclusion Ground (WEG)
- Scanned image of the traveling companion's passport information page (if any)
- Scanned image of return ticket
- Scanned image of the invitation (from inviting or sponsoring organization) for the child(ren) to come to the Philippines

I HAVE READ THE INSTRUCTIONS CAREFULLY

CONFIRM

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3) Tick or select the options that are applicable to you and click the **“SUBMIT”** button.



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Waiver for Exclusion Ground (W.E.G.)

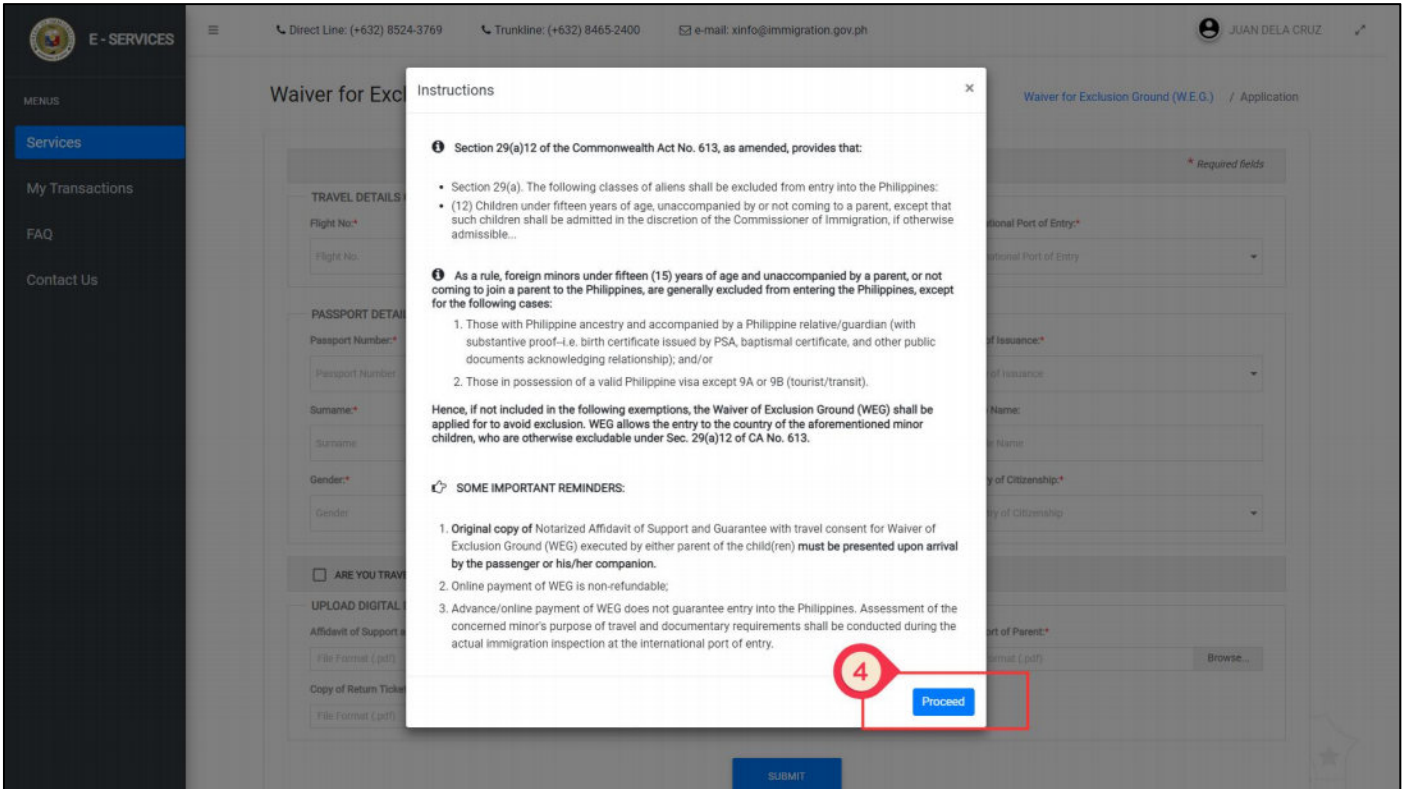
Waiver for Exclusion Ground (W.E.G.) / Checklist

- Are you traveling accompanied by a parent? YES NO
- Are you coming to join a parent in the Philippines? YES NO
- Are you of Philippine ancestry and accompanied by a Philippine relative/guardian (with substantive proof—i.e. birth certificate issued by PSA, baptismal certificate, and other public documents acknowledging relationship)? YES NO
- Are you in possession of a valid Philippine visa except 9A or 9B (tourist/transit)? YES NO

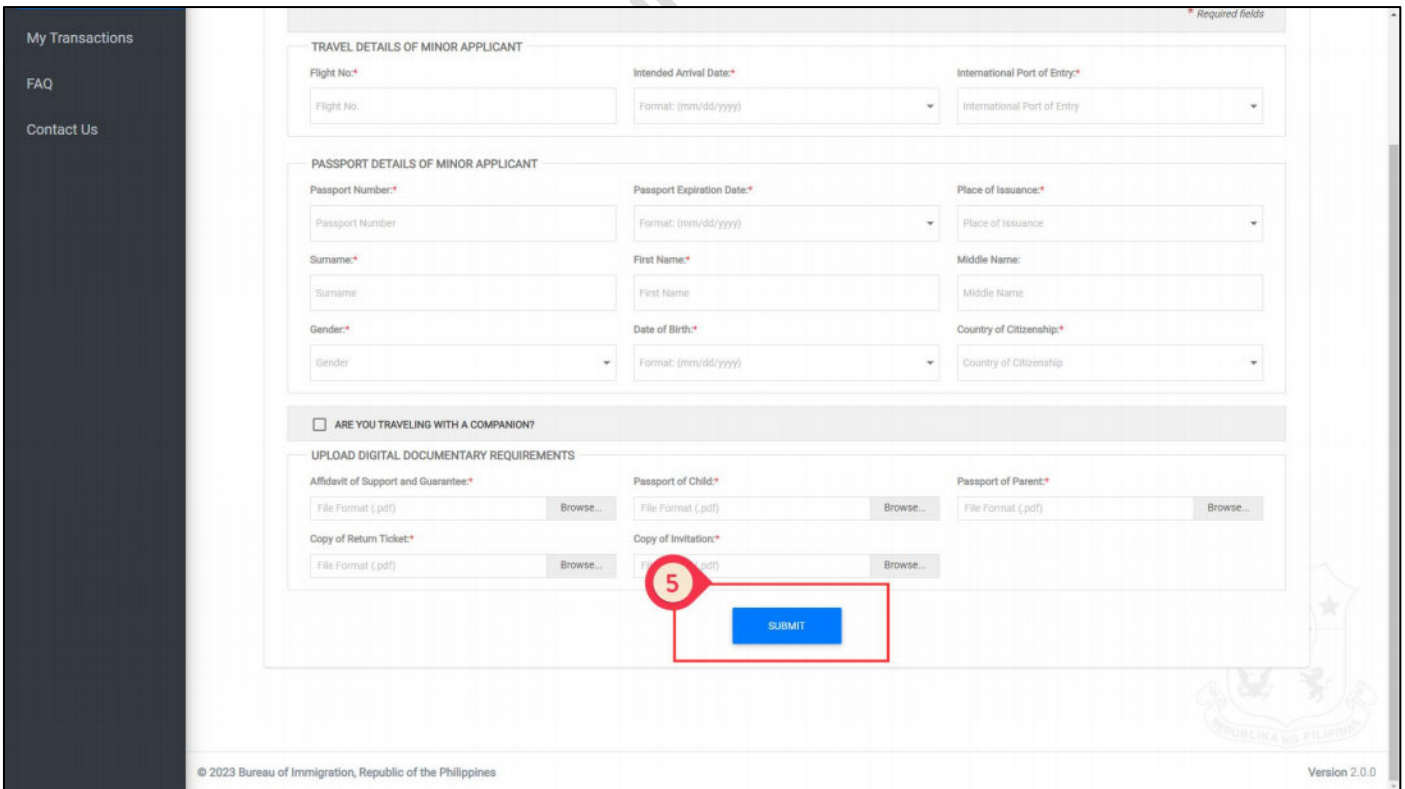
SUBMIT

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4) After reading the instructions and reminders, click **“PROCEED”**.



5) Fill up all the required fields and click **“SUBMIT”**.





6) Select from the **Payment Options** to proceed to the online payment portal.

Order of Payment Slip

Transaction Type: **WAIVER OF EXCLUSION GROUND**
Reference No: **BI23B70D4210425**

Item Desc	SubTotal
LEGAL RESEARCH FEE	PHP 20.00
APPLICATION FEE	PHP 2000.00
EXPRESS LANE FEE	PHP 500.00
WEG FEE	PHP 600.00
TOTAL:	PHP 3,120.00

Note: Additional bank fee/s will be charged upon the use of e-payment service.

Reminder

Before clicking the **PAY NOW**, please take note of the following:

- All applications are subject to **verification**.
- No Refund Policy.** The client acknowledges and agrees that all fees, including the initial fee, of the Paid Service will not be refunded once the payment has been made.
- For Clients using Land Bank Link.BizPortal, there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
- You may need to manually go to **e-services.immigration.gov.ph** after your payment transaction to check your application status.

Payment Options

You are about to leave BI E-Services and will be redirected to the Payment Portal Page.

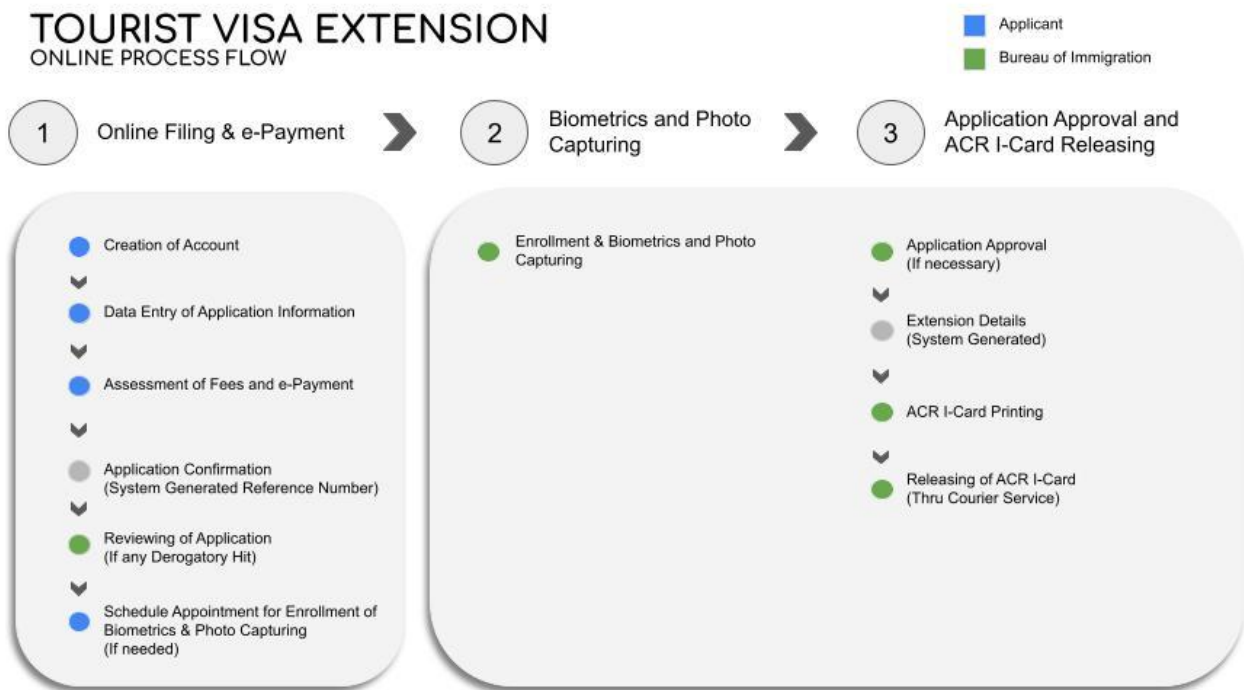
6

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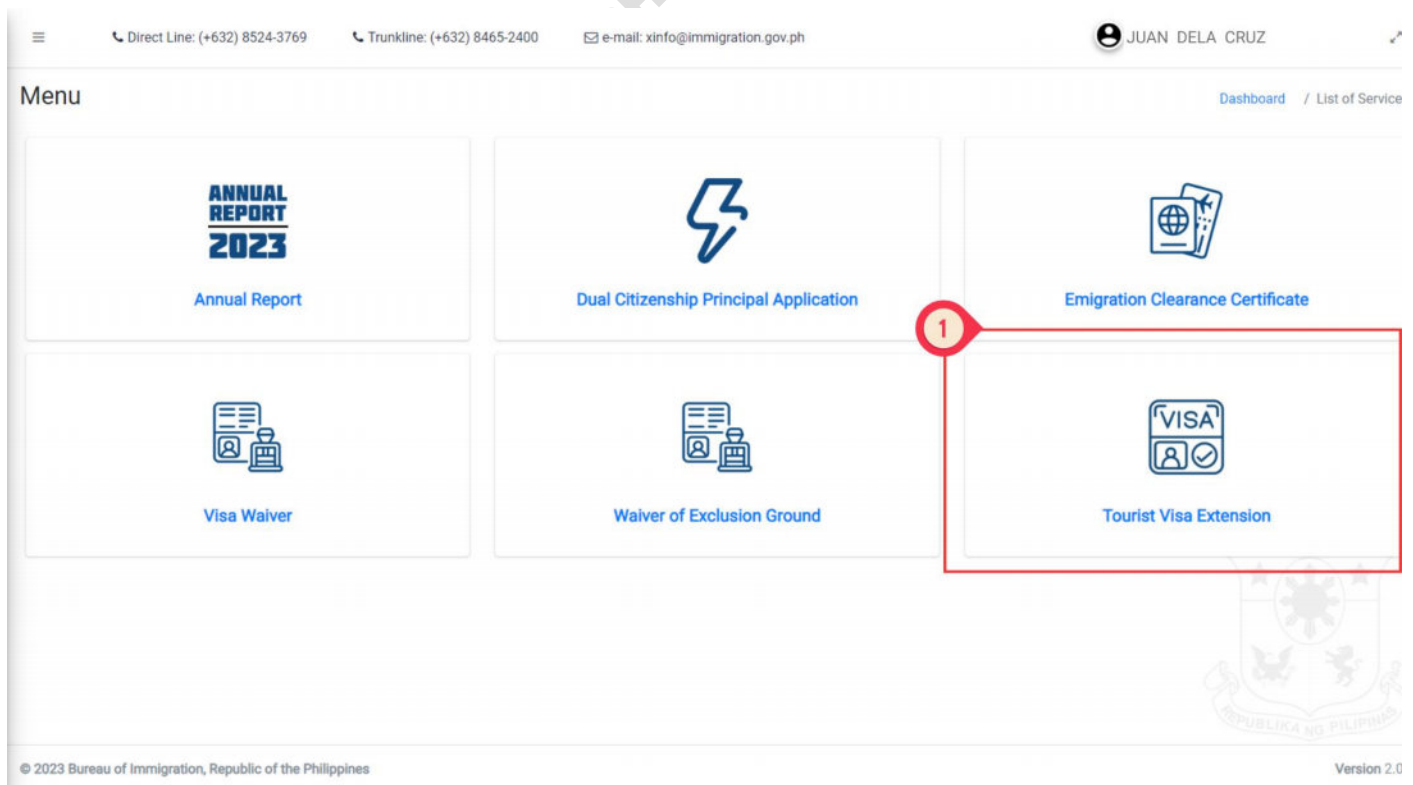
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VIII. Applying for Tourist Visa Extension

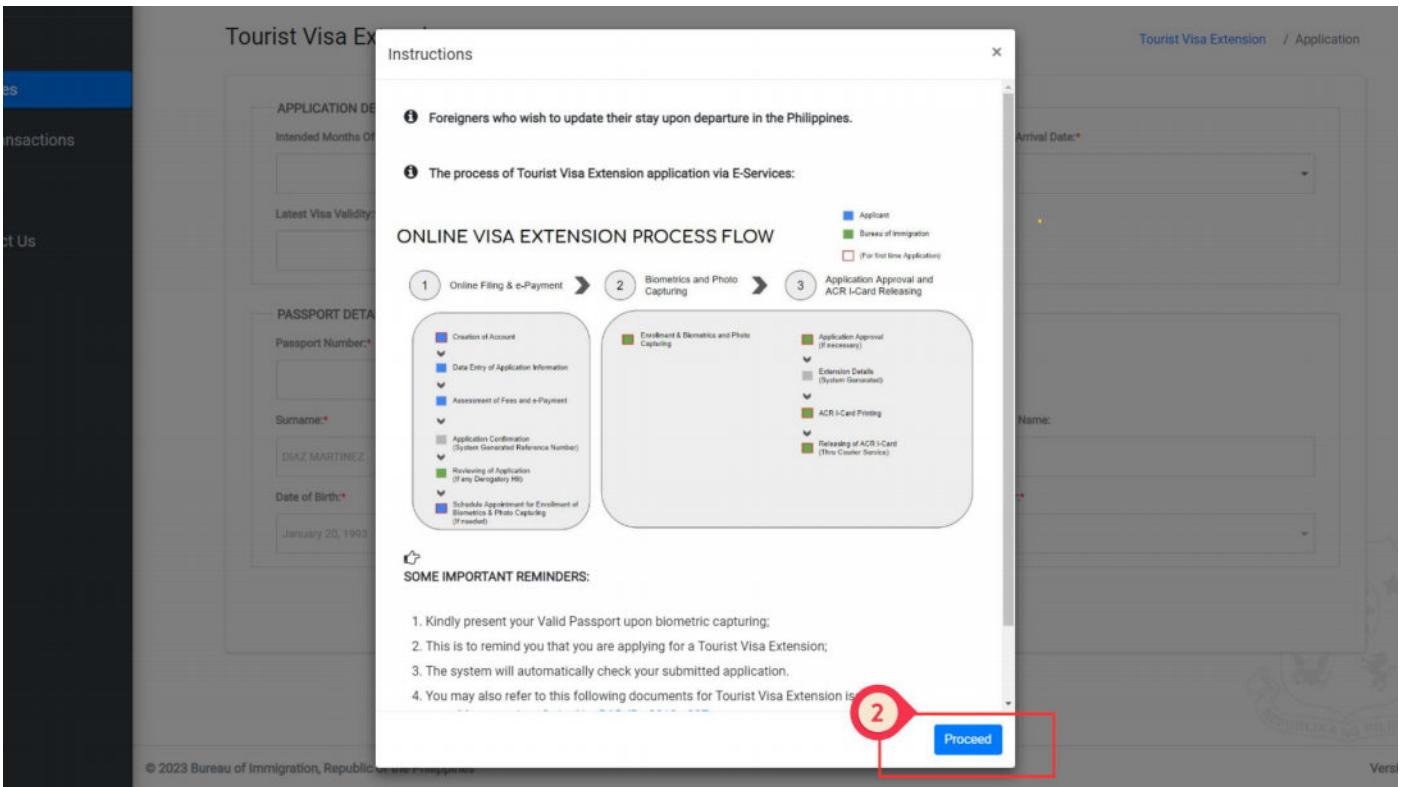
Tourist Visa Extension Online Process Flow



1) Upon logging in, click the **Tourist Visa Extension** icon from the **Services** page.



2) After reading the instructions and reminders, click **“PROCEED”**.



Instructions

Foreigners who wish to update their stay upon departure in the Philippines.

The process of Tourist Visa Extension application via E-Services:

ONLINE VISA EXTENSION PROCESS FLOW

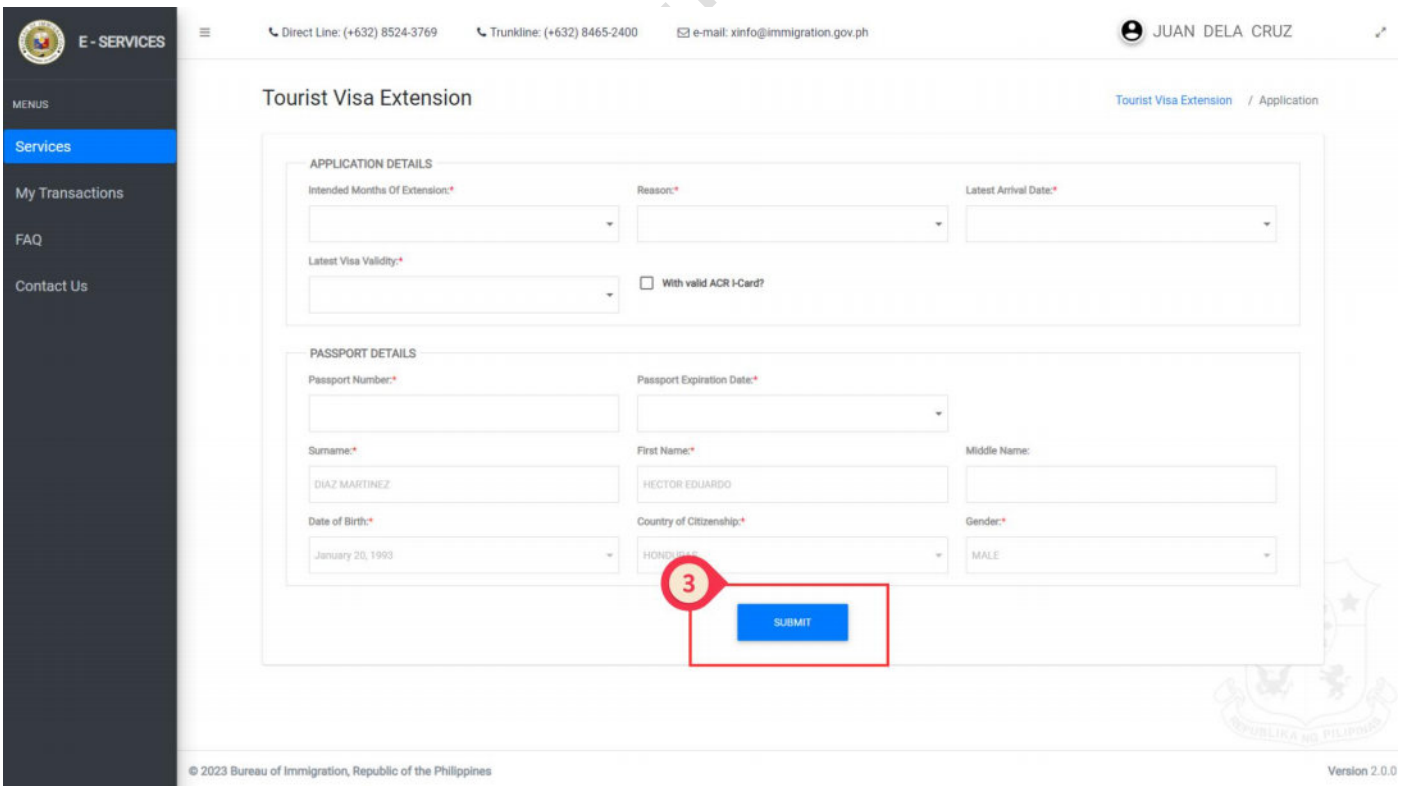
- 1 Online Filing & e-Payment
 - Creation of Account
 - Data Entry of Application Information
 - Assessment of Fees and e-Payment
 - Application Confirmation (System Generated Reference Number)
 - Reviewing of Application (If any Derogatory Info)
 - Schedule Appointment for Enrollment of Biometrics & Photo Capturing (If needed).
- 2 Biometrics and Photo Capturing
 - Enrollment & Biometrics and Photo Capturing
- 3 Application Approval and ACR I-Card Releasing
 - Application Approval (If necessary)
 - Extension Details (Custom Services)
 - ACR I-Card Printing
 - Releasing of ACR I-Card (Two Counter Service)

SOME IMPORTANT REMINDERS:

1. Kindly present your Valid Passport upon biometric capturing;
2. This is to remind you that you are applying for a Tourist Visa Extension;
3. The system will automatically check your submitted application.
4. You may also refer to this following documents for Tourist Visa Extension is

2 Proceed

3) Fill up all required fields with accurate information and click the **“SUBMIT”** button.



E - SERVICES

Direct Line: (+632) 8524-3769 Trunkline: (+632) 8465-2400 e-mail: xinfo@immigration.gov.ph

JUAN DELA CRUZ

Tourist Visa Extension

APPLICATION DETAILS

Intended Months Of Extension: Reason: Latest Arrival Date:

Latest Visa Validity: With valid ACR I-Card?

PASSPORT DETAILS

Passport Number: Passport Expiration Date:

Surname: First Name: Middle Name:

Date of Birth: Country of Citizenship: Gender:

3 SUBMIT

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4) Select from the **Payment Options** to proceed to the online payment portal.

Transaction Type: TOURIST VISA EXTENSION
Reference No: BI23C5CE40026

Item Desc	SubTotal
EXTENSION FEE	PHP 1000.00
APPLICATION FEE	PHP 300.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	PHP 1000.00
HEAD TAX	PHP 250.00
EMIGRATION CLEARANCE CERTIFICATE	PHP 700.00
EXPRESS LANE FEE (CERTIFICATION)	PHP 500.00
CERTIFICATE FEE	PHP 500.00
LEGAL RESEARCH FEE	PHP 50.00
EXPRESS LANE FEE	PHP 500.00
EXPRESS LANE FEE (I-CARD PROCESSING)	PHP 500.00
ACR I-CARD FEE	PHP 2800.00
TOTAL:	PHP 8,100.00

Note: Additional bank fee/s will be charged upon the use of e-payment service.

Reminder

Before clicking the **PAY NOW**, please take note of the following:

1. All applications are subject to **verification**.
2. **No Refund Policy**. The client acknowledges and agrees that all fees, including the initial fee, of the Paid Service will not be refunded once the payment has been made.
3. For Clients using Land Bank Link.BizPortal, there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
4. You may need to manually go to **e-services.immigration.gov.ph** after your payment transaction to check your application status.

Payment Options

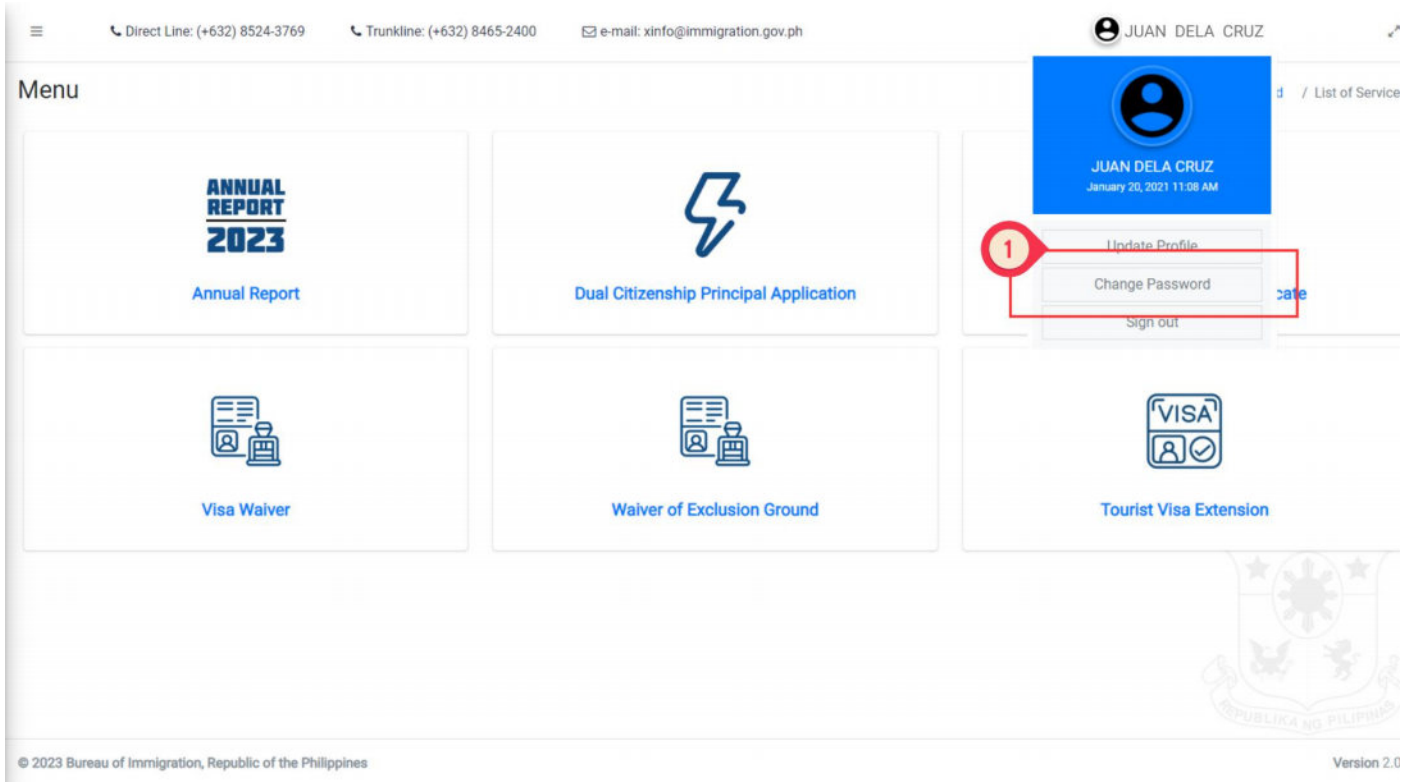
You are about to leave BI E-Services and will be redirected to the Payment Portal Page.



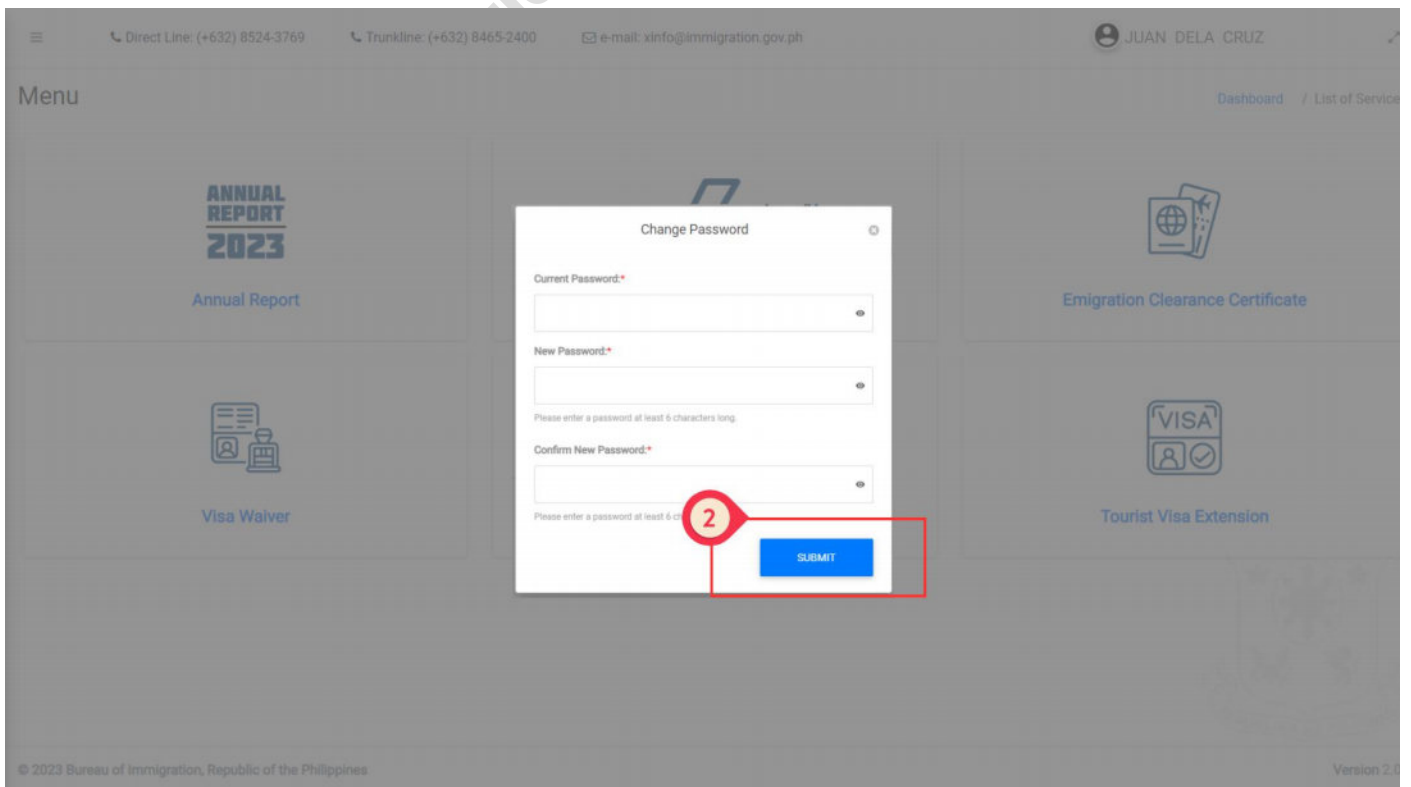
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IX. Changing Account Password

1) Upon logging in, click the profile name/icon and click **“CHANGE PASSWORD”**.

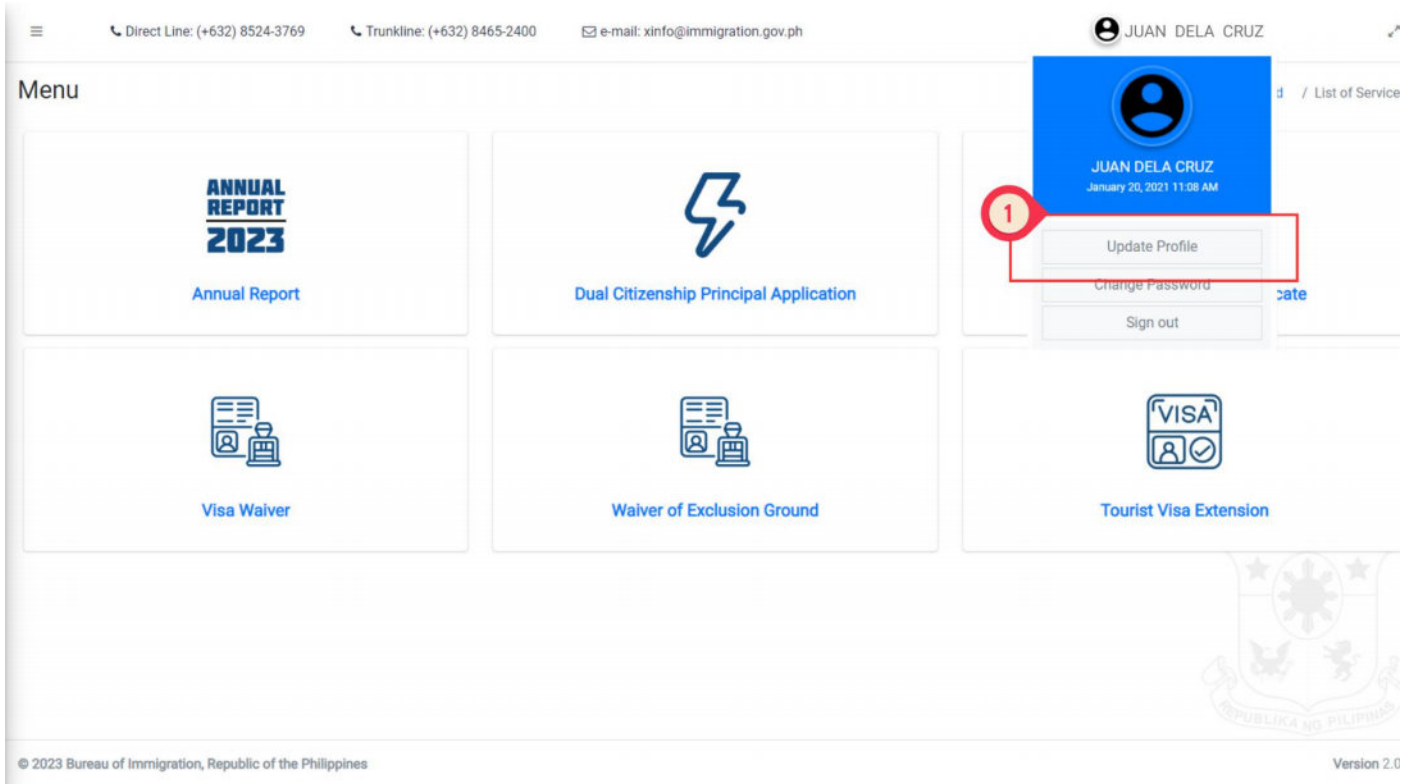


2) Enter your current password and your new password then click the **“SUBMIT”** button.



X. Updating Profile Information

- 1) Upon logging in, click the profile name/icon and click **“UPDATE PROFILE”**.



- 2) Input on the fields you wish to edit then click the **“SUBMIT”** button to save the changes.

