



Petition for Re-Acquisition/Retention of Philippine Citizenship User Manual

Bureau of Immigration



Table of Contents

E - Services Navigation and Registration	3
E - Services Account Login	4
Client Personal Information	5
List of Available Online Services	6
Requirements and File Upload Process	7
Dependent Application Page	8
Online Payment Portal	9
Email Confirmation and Application Status	10

1. Navigate to <https://e-services.immigration.gov.ph/>.
2. If you are a first-time user, click the Register button.
3. Fill in the required information in the provided data fields.

Disclaimer

Please be advised that when using online payment methods on this website, an additional charge may apply. This supplementary fee covers transaction processing by the payment service provider. We strive to maintain transparency regarding any extra costs associated with online transactions.

Kindly review the payment details before completing your transaction to ensure awareness of any additional charges that may be applied. If you have any inquiries regarding the payment process or associated fees, please feel free to contact our customer support team for assistance.

For the best experience, please update your browser to the latest version and clear your browser history and cache. (Press CTRL + F5 on your computer).

We appreciate your understanding and thank you for choosing our services.

Bureau of Immigration, Republic of the Philippines

[Log In](#) **Register** [Forgot Password](#) **REGISTER BUTTON**

Account Type: * **CHOOSE INDIVIDUAL FOR THE ACCOUNT TYPE**

Select Value

PhilSys Card Number (Optional):

Enter a valid PhilSys Card Number

Given/First Name: *	Middle Name:
First Name	Middle Name
Last Name: *	Date of Birth: *
Last Name	dd/mm/yyyy
Sex: *	Civil Status: *
Select Value	Select Value
Country of Birth: *	Country of Citizenship: *
Select Value	Select Value

Contact Number: *

+63 _____

format: (+639000000000)

Email Address: *

ainthard@gmail.com

Verify Email Address: *

Verify Email Address

Password: *

.....

Verify Password: *

Verify Password

I'm not a robot **CLICK CAPTCHA FOR USER AUTHENTICATION**

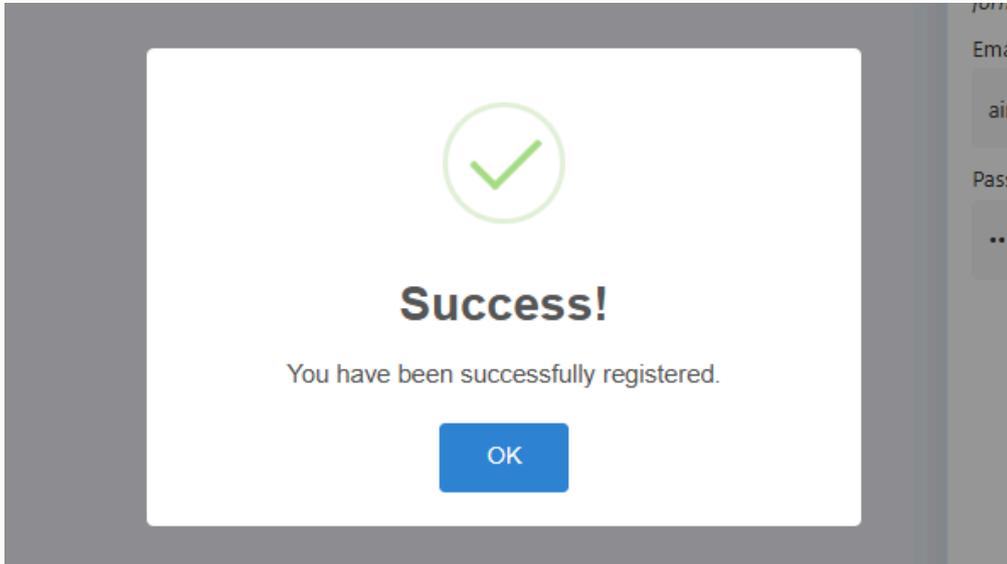
I hereby certify that the information stated above are true and accurate.

I understand that non-cooperation to disclose truthful and significant data on matters of public interest concerns are punishable under applicable laws.

Further, I assent that the information collected can be shared only in relation to Bureau of Immigration's internal protocols and in accordance to the site's [Privacy Policy](#).

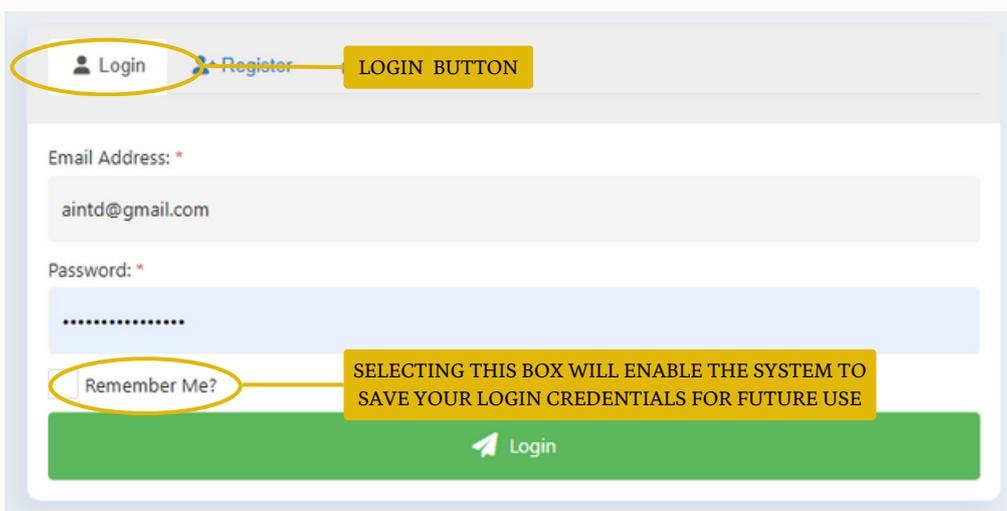
Register

4. A confirmation message will appear upon successful registration.



5. Click the login button and enter your newly registered credentials .

NOTE: For already registered users, skip the registration step and proceed directly to this step.



6. Read the 'Disclaimer' for detailed instructions and additional information.
7. Review the personal information generated by the system for accuracy, and make any necessary updates.
8. Click 'Update Profile' to confirm the changes.

Disclaimer

Please be advised that when using online payment methods on this website, an additional charge may apply. This supplementary fee covers transaction processing costs incurred by the payment service provider. We strive to maintain transparency regarding any extra costs associated with online transactions.

Kindly review the payment details before completing your transaction to ensure awareness of any additional charges that may be applied. If you have any inquiries or concerns regarding the payment process or associated fees, please feel free to contact our customer support team for assistance.

For the best experience, please update your browser to the latest version and clear your browser history and cache. (Press CTRL + F5 on your computer).

We appreciate your understanding and thank you for choosing our services.

Bureau of Immigration, Republic of the Philippines

[Update Profile](#) [Change Password](#)

CLIENT PERSONAL INFORMATION

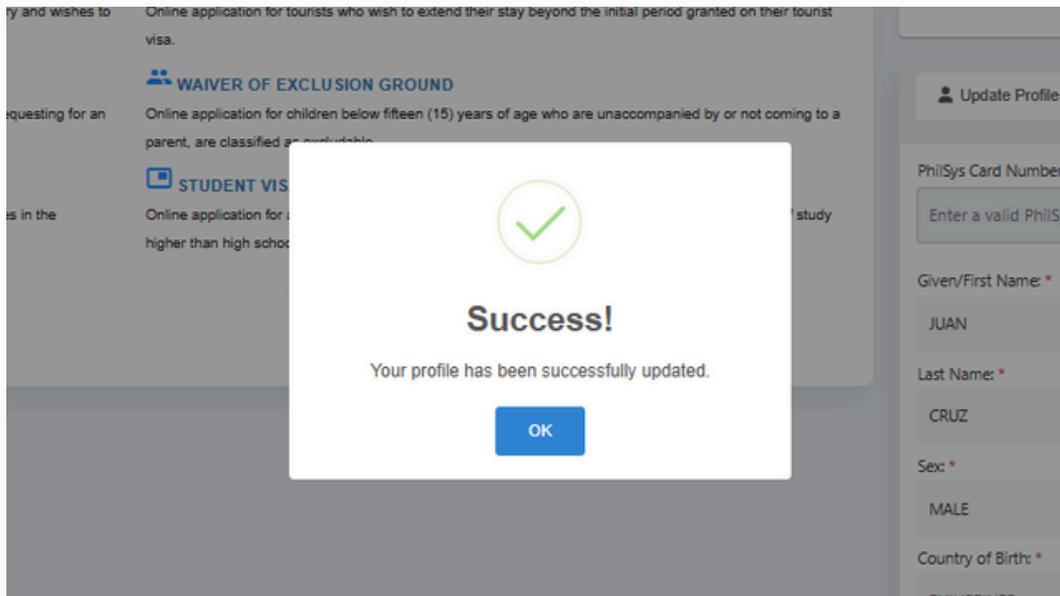
PhilSys Card Number (Optional):

Given/First Name: *	Middle Name:
<input type="text" value="JUAN"/>	<input type="text" value="REYES"/>
Last Name: *	Date of Birth: *
<input type="text" value="CRUZ"/>	<input type="text" value="14/01/1982"/>
Sex: *	Civil Status: *
<input type="text" value="MALE"/>	<input type="text" value="MARRIED"/>
Country of Birth: *	Country of Citizenship: *
<input type="text" value="PHILIPPINES"/>	<input type="text" value="PHILIPPINES"/>
Contact Number: *	
<input type="text" value="+630927209856"/>	
<small>format: (+639000000000)</small>	

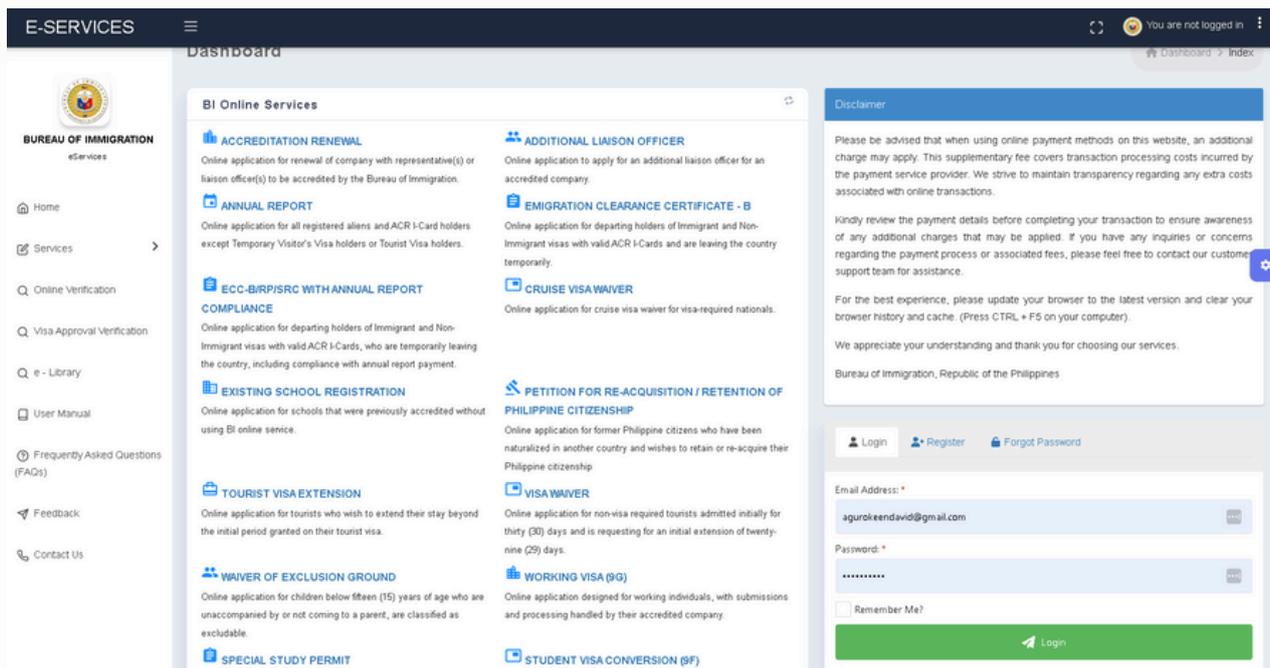
[Update Profile](#)

9. A notification will appear confirming that the client profile has been successfully updated.

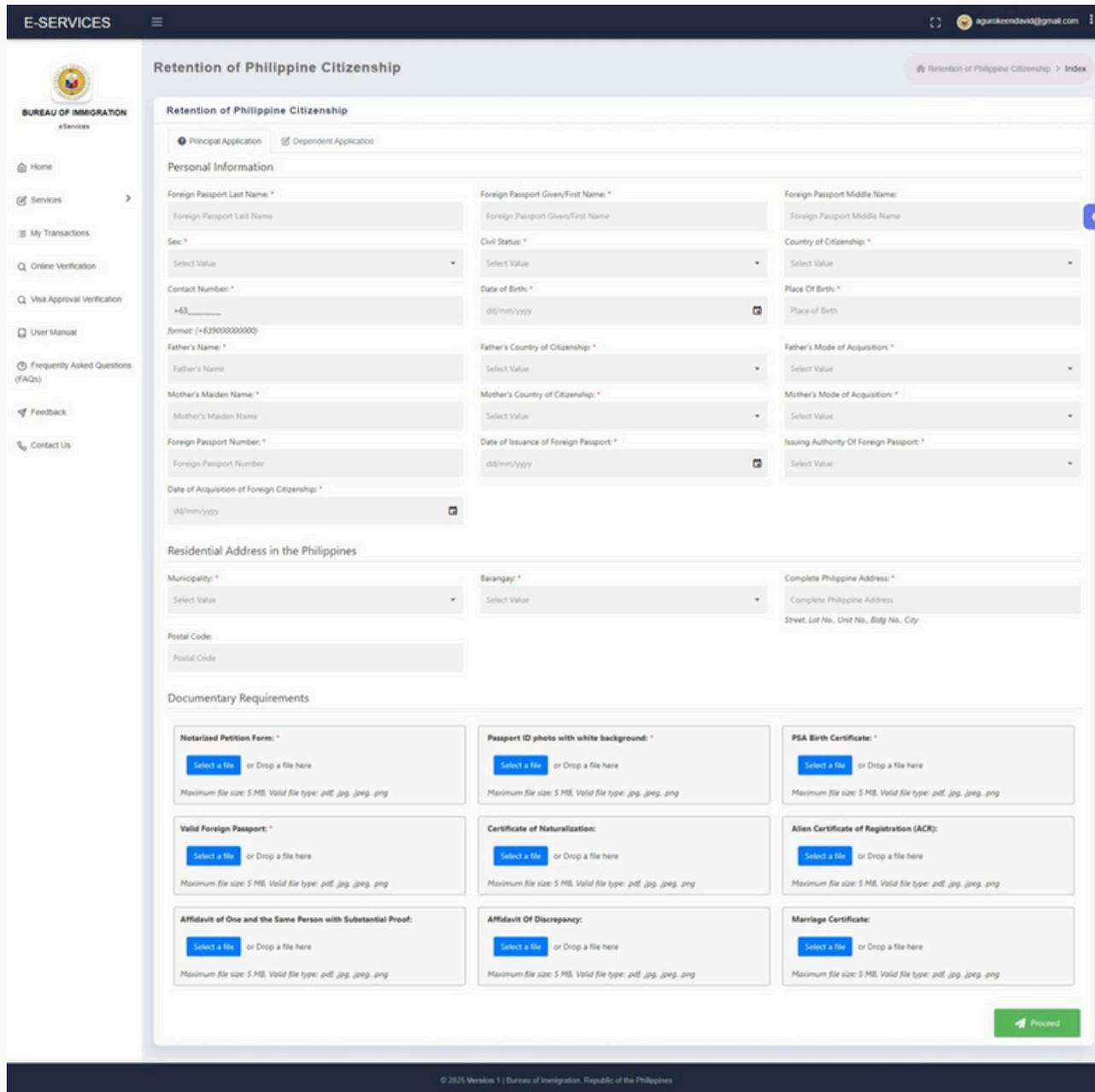
NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.



10. Click the 'Petition for Re-Acquisition/Retention of Philippine Citizenship' tab from the list of available online services on the E-Services main page.



11. Fill in all the required fields and upload necessary documentary requirements in the 'Principal Application' tab. Click Proceed.

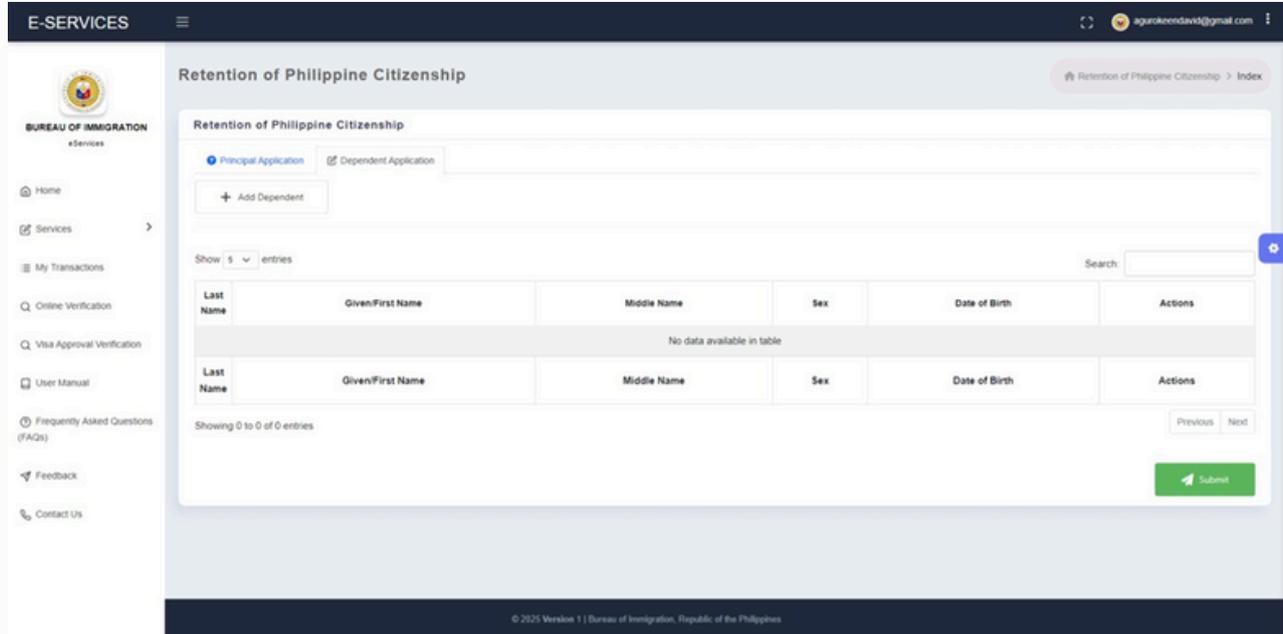


The screenshot shows the 'Retention of Philippine Citizenship' application form on the Bureau of Immigration e-Services portal. The form is divided into several sections:

- Personal Information:** Includes fields for Foreign Passport Last Name, Given/First Name, Middle Name, Sex, Civil Status, Country of Citizenship, Date of Birth, Place of Birth, Contact Number, Father's Name, Country of Citizenship, Mode of Acquisition, Mother's Maiden Name, Country of Citizenship, Mode of Acquisition, Foreign Passport Number, Date of Issuance of Foreign Passport, and Date of Acquisition of Foreign Citizenship.
- Residential Address in the Philippines:** Includes Municipality, Barangay, Complete Philippine Address (Street, Lot No., Unit No., Bldg No., City), and Postal Code.
- Documentary Requirements:** A grid of nine upload boxes for:
 - Notarized Petition Form
 - Passport ID photo with white background
 - PSA Birth Certificate
 - Valid Foreign Passport
 - Certificate of Naturalization
 - Alien Certificate of Registration (ACR)
 - Affidavit of One and the Same Person with Substantial Proof
 - Affidavit Of Discrepancy
 - Marriage Certificate

A 'Proceed' button is located at the bottom right of the form.

12. Click the 'Add Dependent' under Dependent Application.



Add Dependent

Personal Information

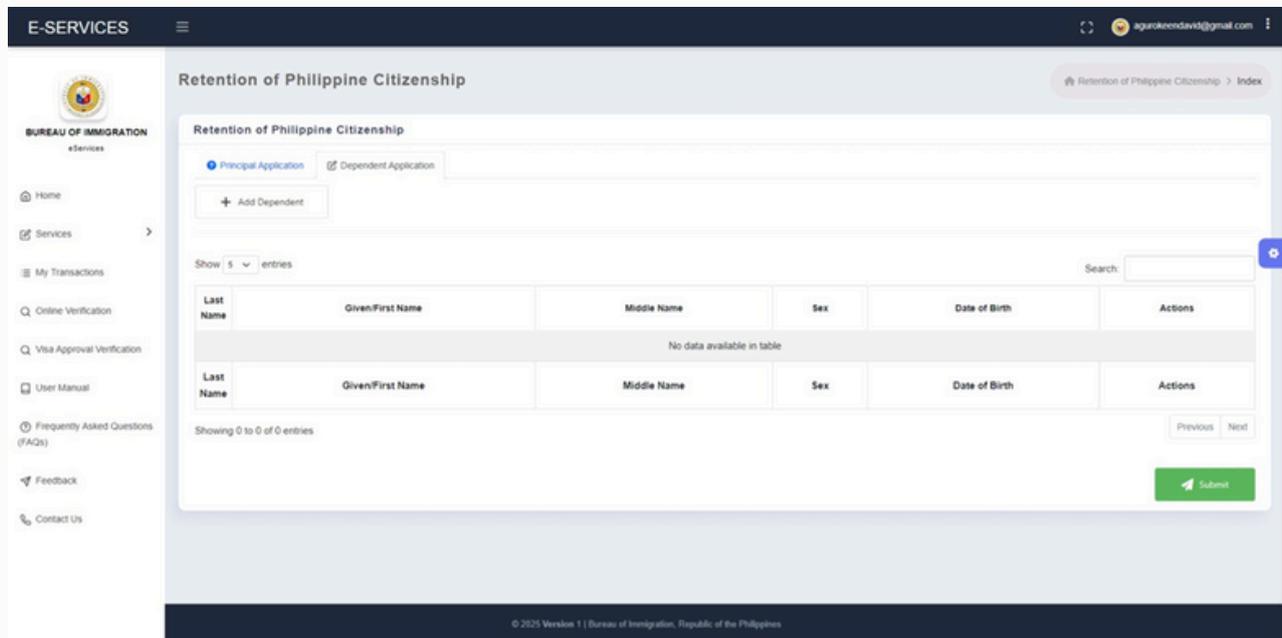
Last Name: *	Given/First Name: *	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth: *	Sex: *	Civil Status: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Citizenship: *	Place of Birth: *	Foreign Passport Number: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Issuance of Foreign Passport: *	Issuing Authority of Foreign Passport: *	Father's Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Name:	Medical Condition:	Residential Address: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street, Lot No., Unit No., Bldg No., City

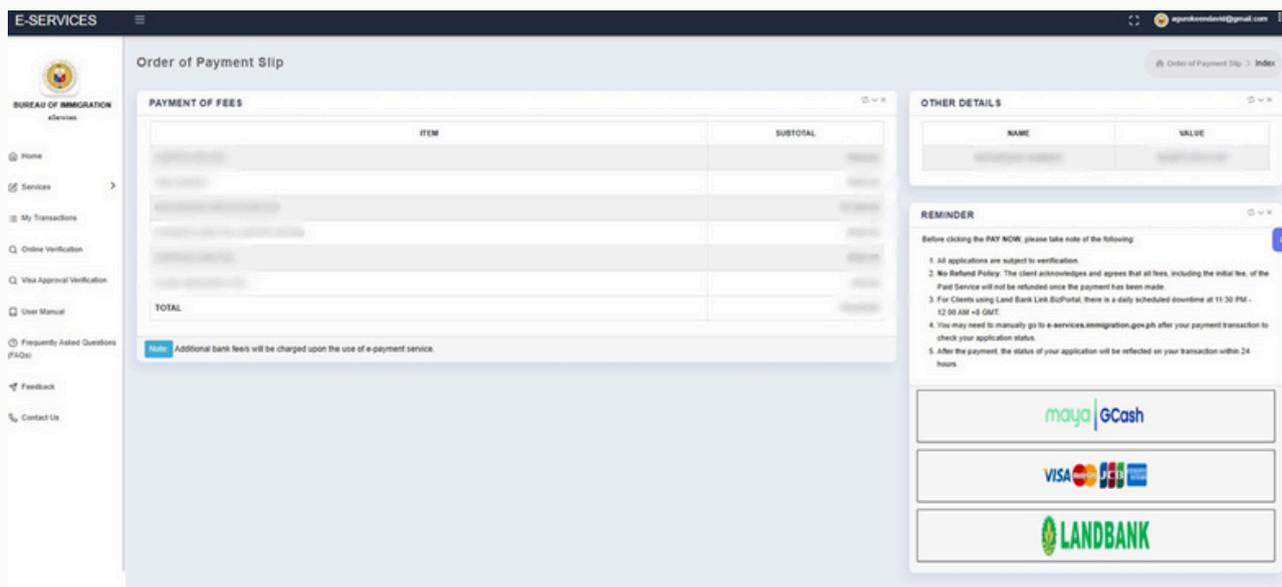
Documentary Requirements

Dependent Form: * <input type="button" value="Select a file"/> or Drop a file here <small>Maximum file size: 5 MB, Valid file type: .pdf, .jpg, .jpeg, .png</small>	Passport ID photo with white background: * <input type="button" value="Select a file"/> or Drop a file here <small>Maximum file size: 5 MB, Valid file type: .pdf, .jpg, .jpeg, .png</small>	PSA Birth Certificate: * <input type="button" value="Select a file"/> or Drop a file here <small>Maximum file size: 5 MB, Valid file type: .pdf, .jpg, .jpeg, .png</small>
Valid Foreign Passport: * <input type="button" value="Select a file"/> or Drop a file here <small>Maximum file size: 5 MB, Valid file type: .pdf, .jpg, .jpeg, .png</small>		

13. The added dependent will show up in the table. Click submit to proceed.

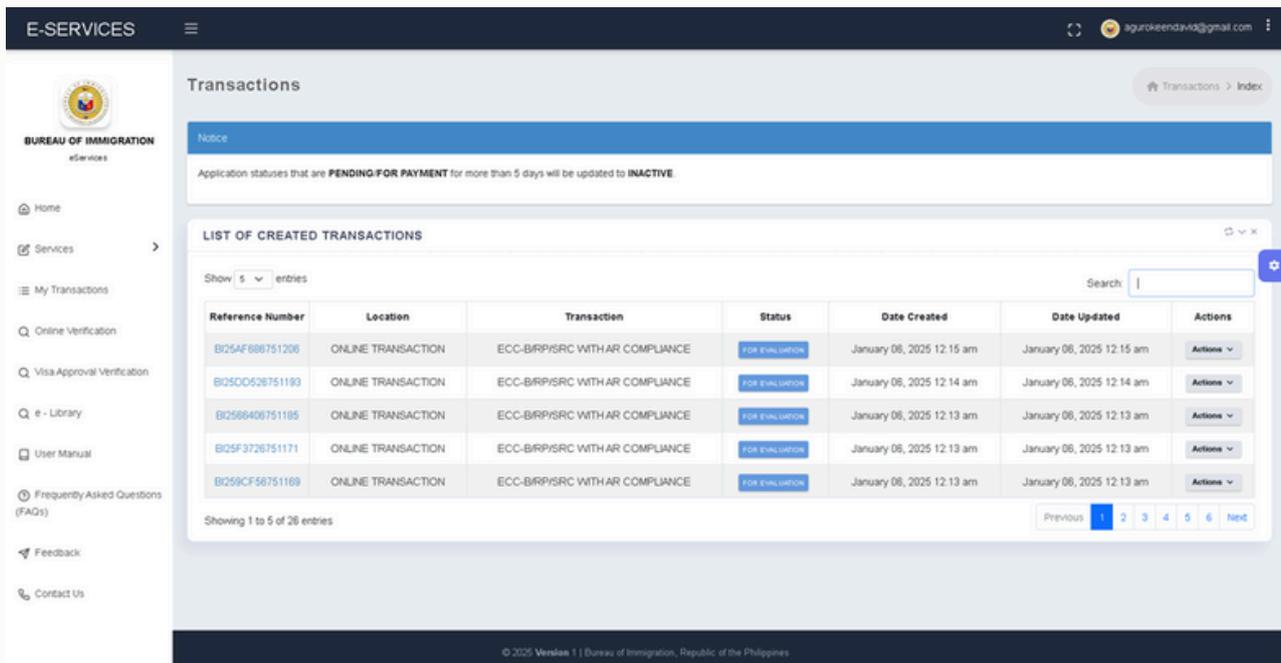


14. Select a payment option to proceed to the online payment portal.



15. A confirmation message will appear upon successful payment, and an email containing the official receipt (OR) of the application will be sent to the registered email address.

16. the status of the application can be viewed in 'My Transactions' under menu on the left side panel of the E-services main page.



The screenshot displays the 'E-SERVICES' portal interface. On the left is a navigation menu with options like Home, Services, My Transactions, Online Verification, Visa Approval Verification, e-Library, User Manual, Frequently Asked Questions (FAQs), Feedback, and Contact Us. The main content area is titled 'Transactions' and includes a notice about application statuses. Below the notice is a table titled 'LIST OF CREATED TRANSACTIONS' with columns for Reference Number, Location, Transaction, Status, Date Created, Date Updated, and Actions. The table shows five entries, all with a status of 'FOR EVALUATION'. A pagination bar at the bottom indicates 'Showing 1 to 5 of 26 entries'.

Reference Number	Location	Transaction	Status	Date Created	Date Updated	Actions
BQ25AF886751208	ONLINE TRANSACTION	ECC-BRPPSRC WITH AR COMPLIANCE	FOR EVALUATION	January 08, 2025 12:15 am	January 08, 2025 12:15 am	Actions
BQ25CO528751193	ONLINE TRANSACTION	ECC-BRPPSRC WITH AR COMPLIANCE	FOR EVALUATION	January 08, 2025 12:14 am	January 08, 2025 12:14 am	Actions
BQ2588408751185	ONLINE TRANSACTION	ECC-BRPPSRC WITH AR COMPLIANCE	FOR EVALUATION	January 08, 2025 12:13 am	January 08, 2025 12:13 am	Actions
BQ25F3726751171	ONLINE TRANSACTION	ECC-BRPPSRC WITH AR COMPLIANCE	FOR EVALUATION	January 08, 2025 12:13 am	January 08, 2025 12:13 am	Actions
BQ258CF58751169	ONLINE TRANSACTION	ECC-BRPPSRC WITH AR COMPLIANCE	FOR EVALUATION	January 08, 2025 12:13 am	January 08, 2025 12:13 am	Actions

FOR PAYMENT

The system is waiting for confirmation of successful payment from the portal.

FOR EVALUATION

The client's application is being verified and evaluated.

COMPLETED

Process completed. Transactions were successful.