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

Bureau of Immigration

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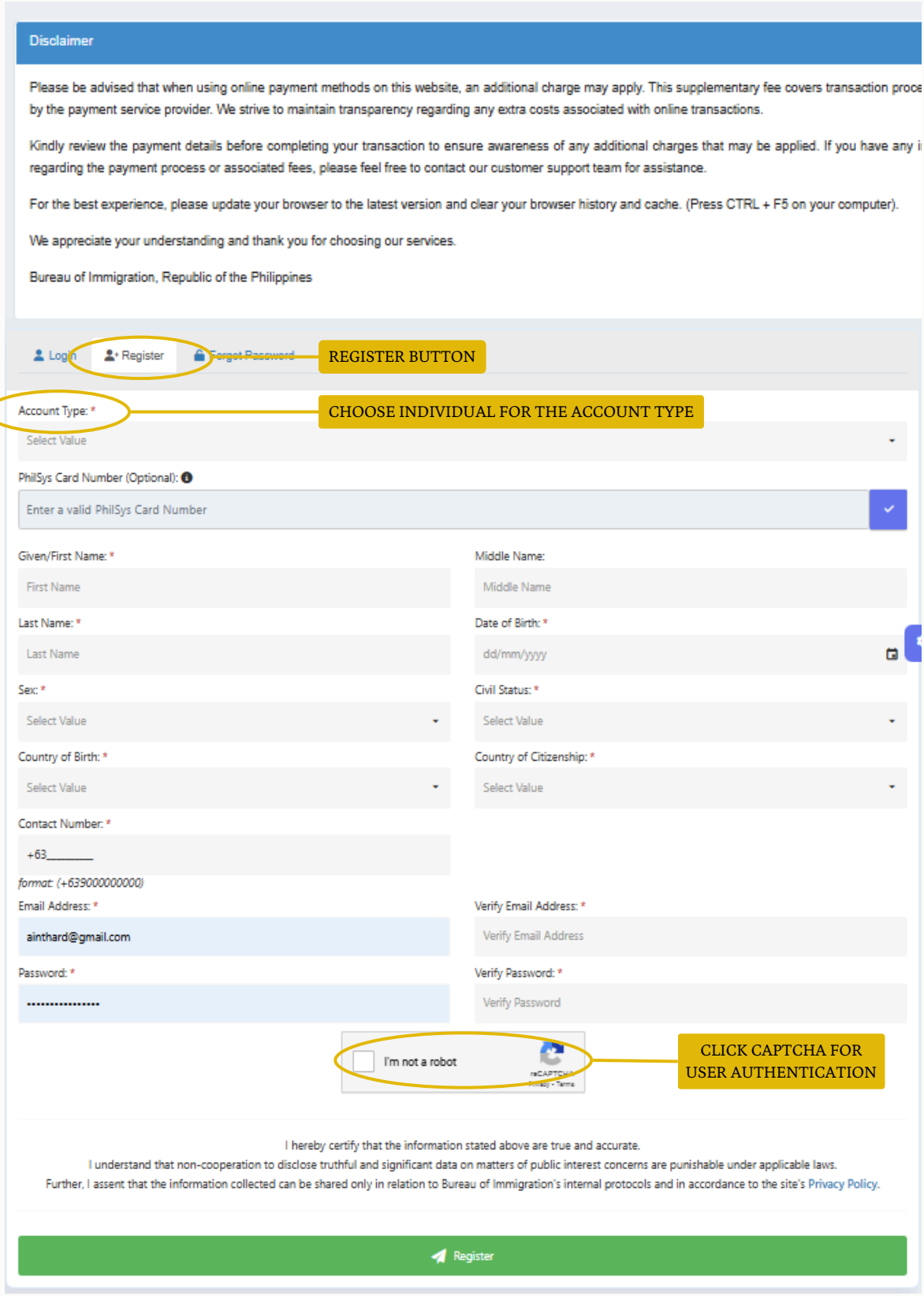
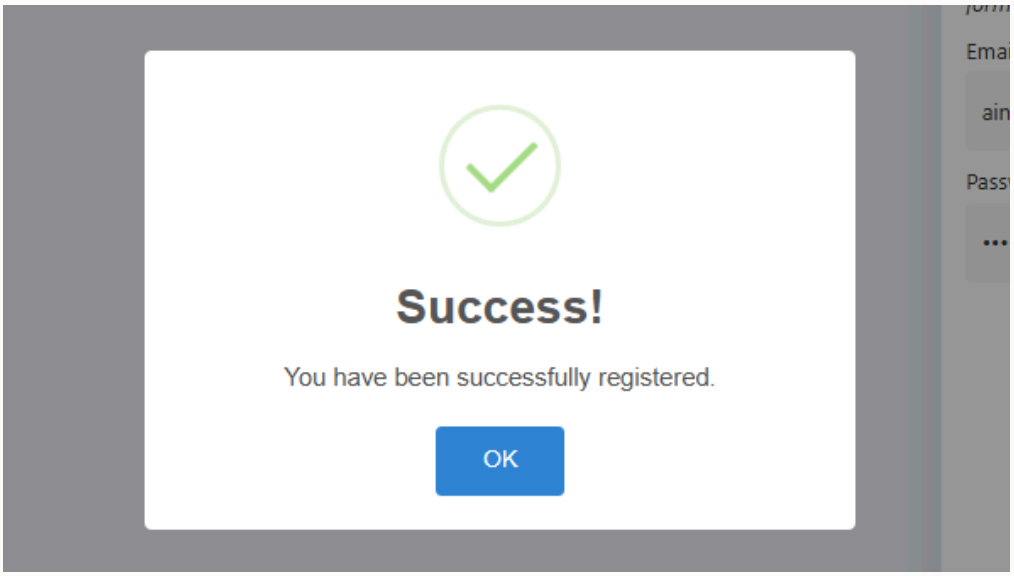
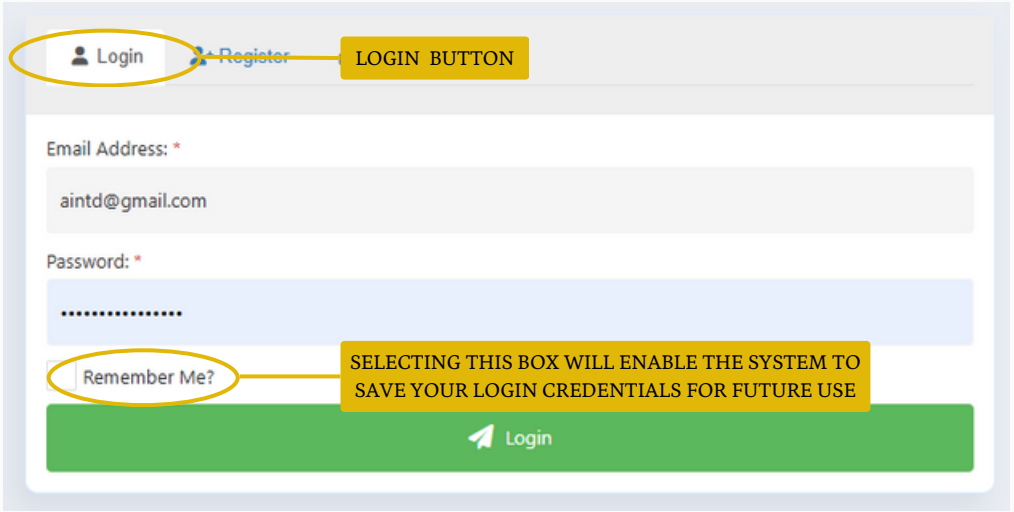
1. Navigate to https://e-services.immigration.gov.ph/.
2. If you are a first-time user, click the Register button.
3. Fill in the required information in the provided data fields.



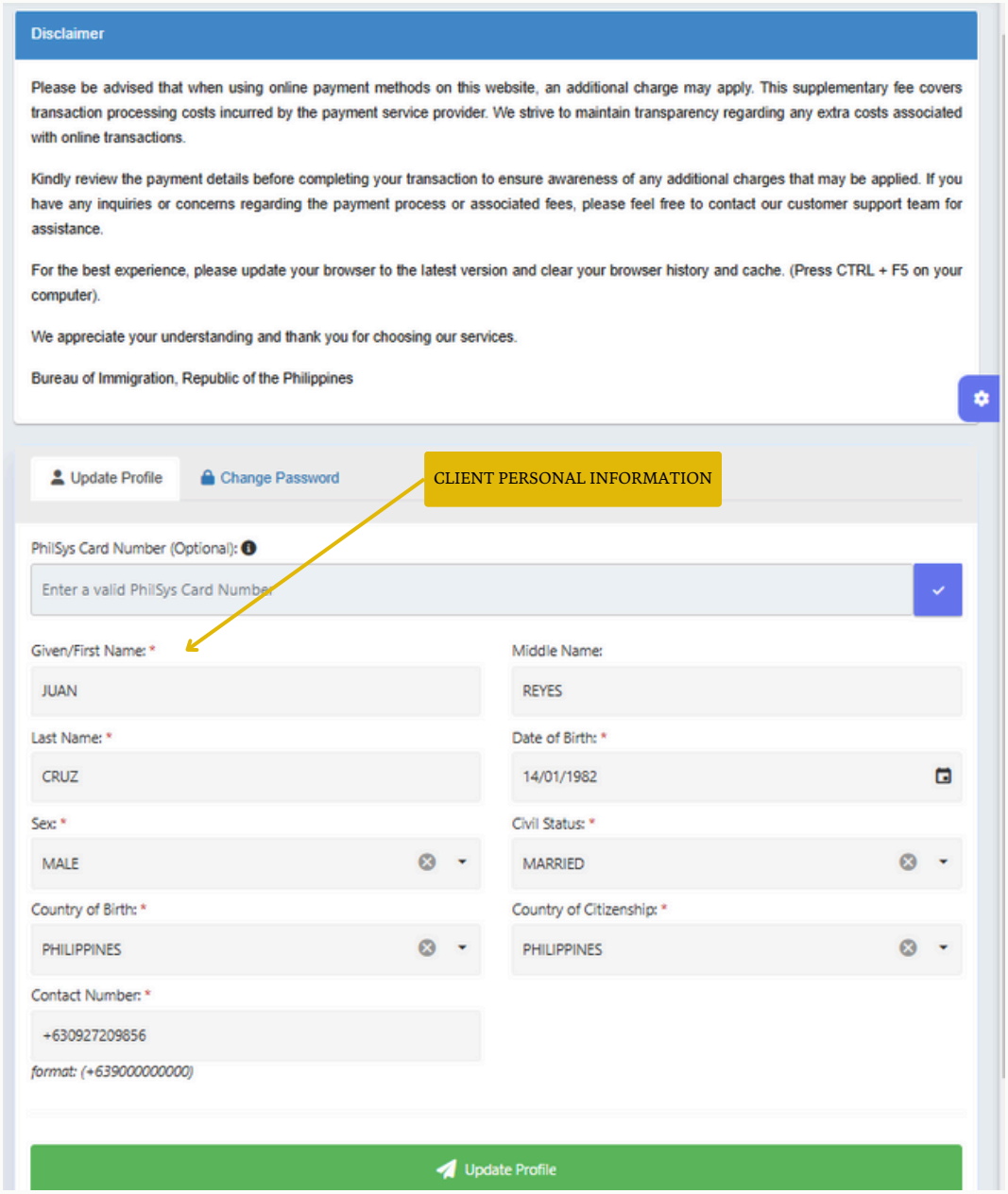
4. A confirmation message will appear upon successful registration.



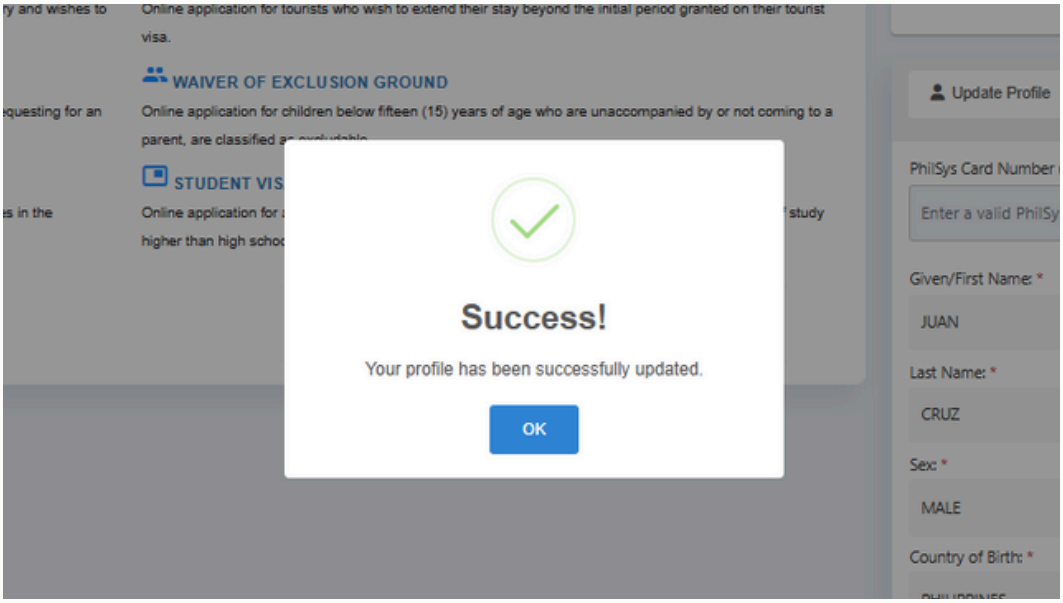
5. Click the login button and enter your newly registered credentials .
NOTE: For already registered users, skip the registration step and proceed directly to this step.



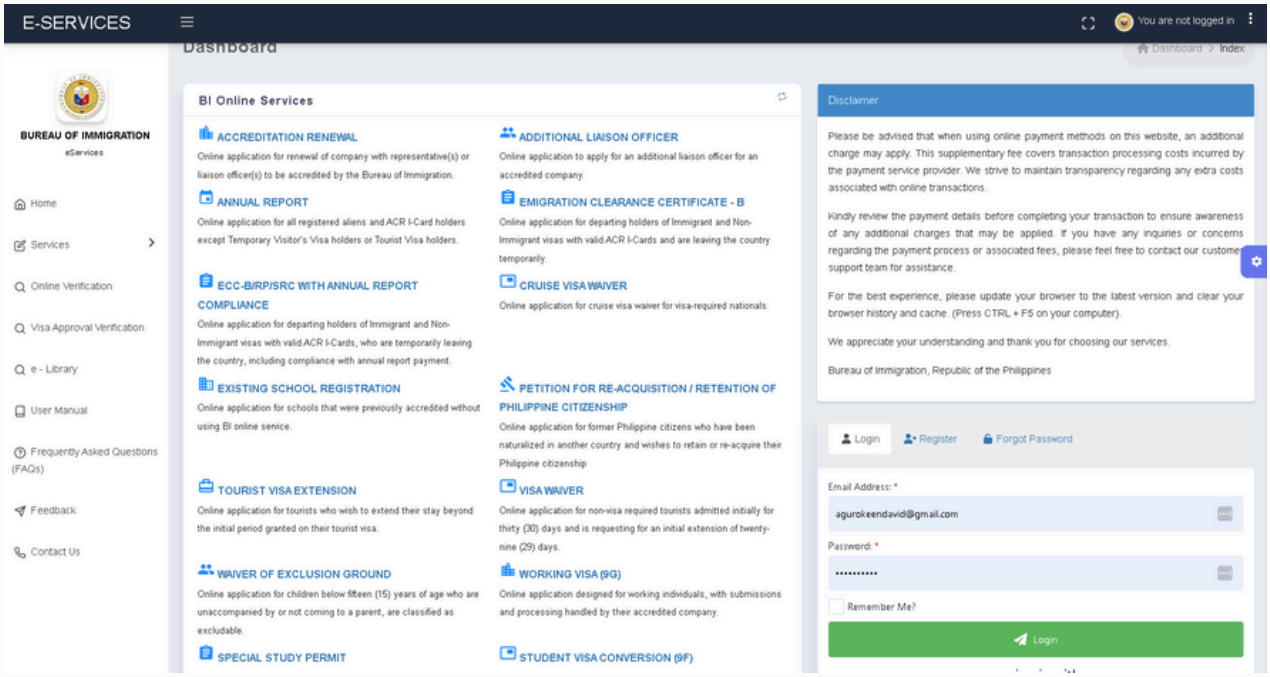
6. Read the 'Disclaimer' for detailed instructions and additional information.
7. Review the personal information generated by the system for accuracy, and make any necessary updates.
8. Click 'Update Profile' to confirm the changes.



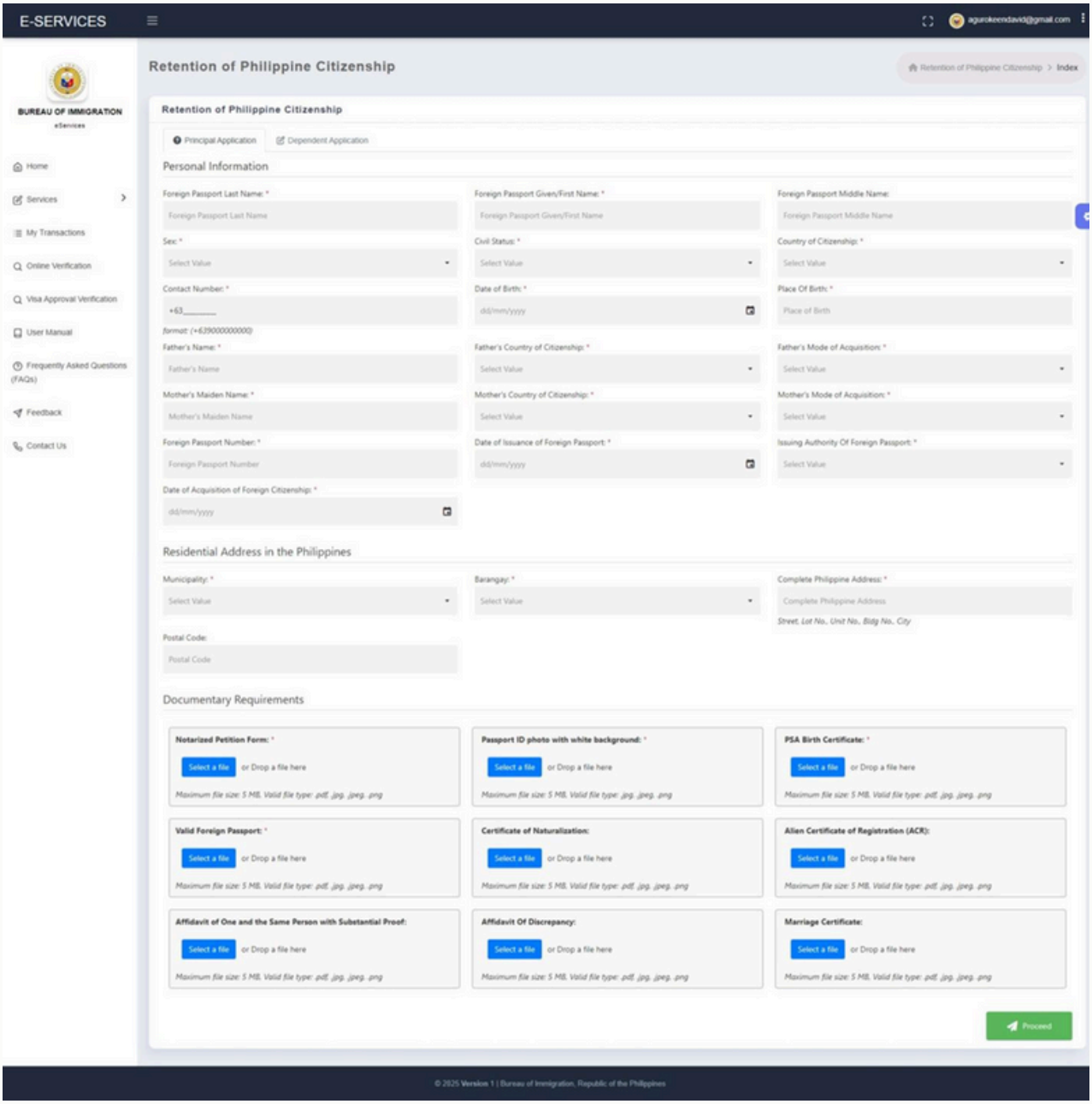
9. A notification will appear confirming that the client profile has been successfully updated.
NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.



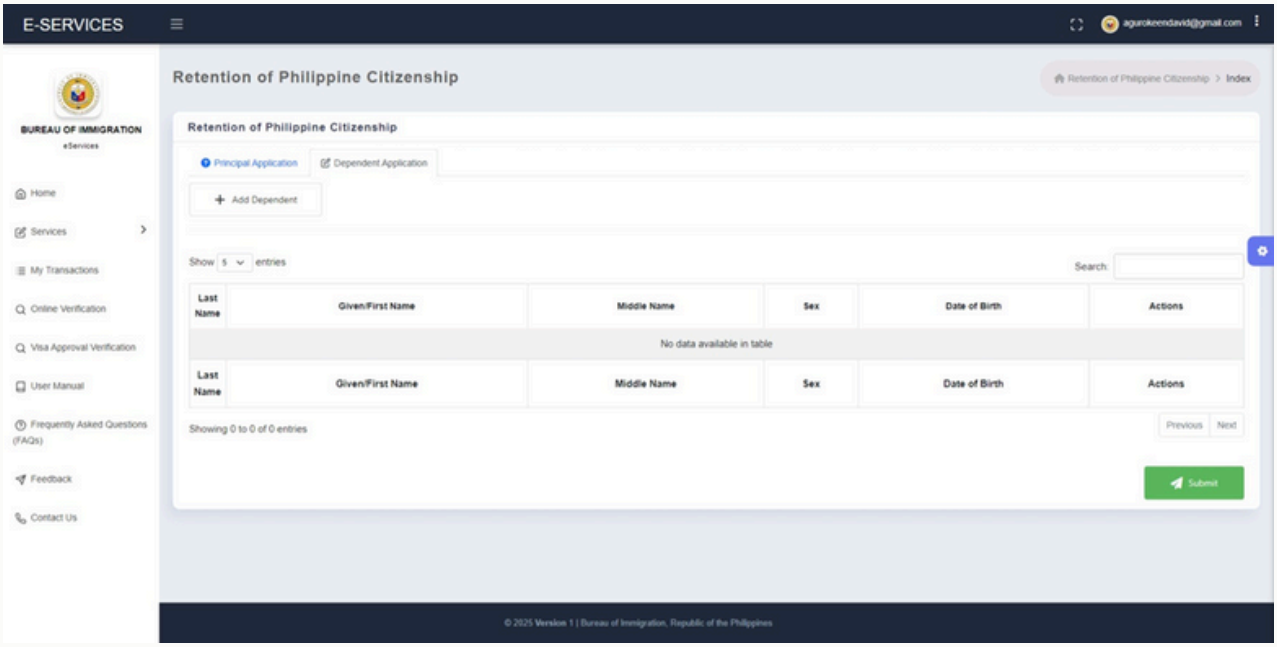
10. Click the 'Petition for Re-Acquisition/Retention of Philippine Citizenship' tab from the list of available online services on the E-Services main page.

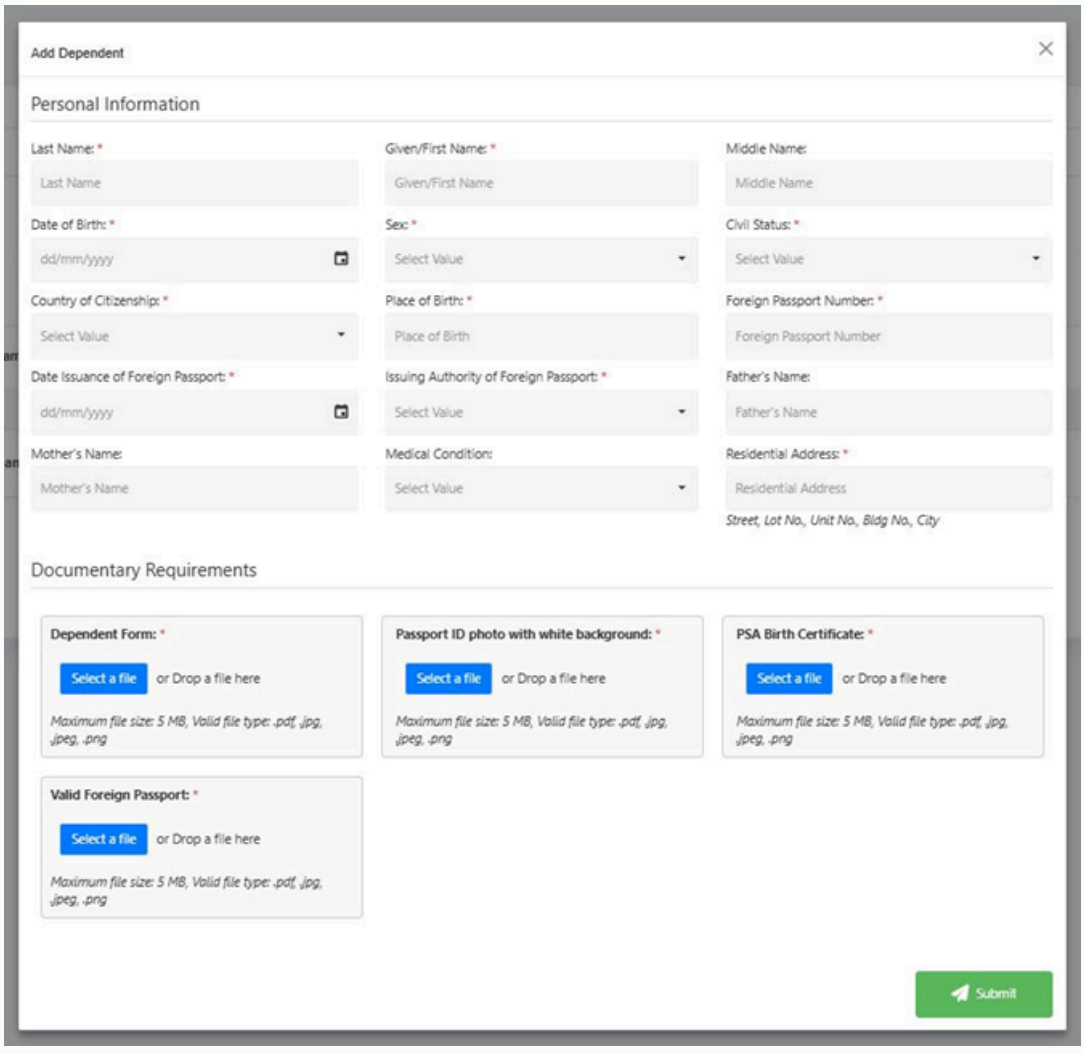


11. Fill in all the required fields and upload necessary documentary requirements in the 'Principal Application' tab. Click Proceed.

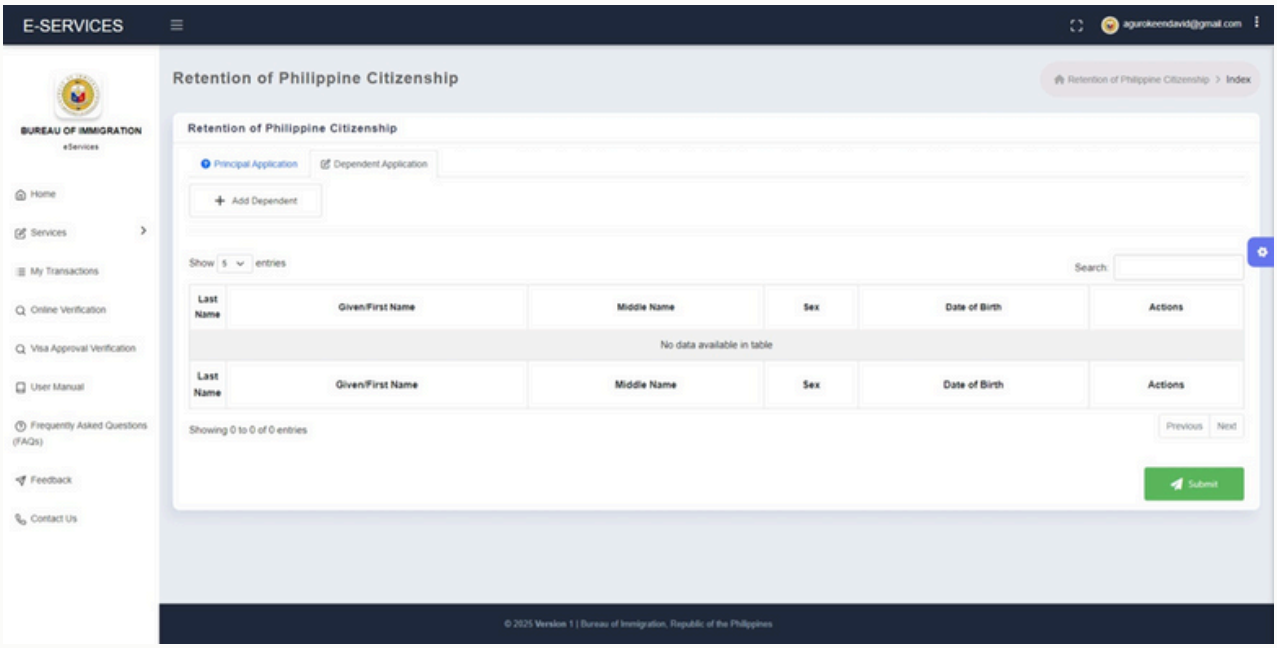


12. Click the 'Add Dependent' under Dependent Application.

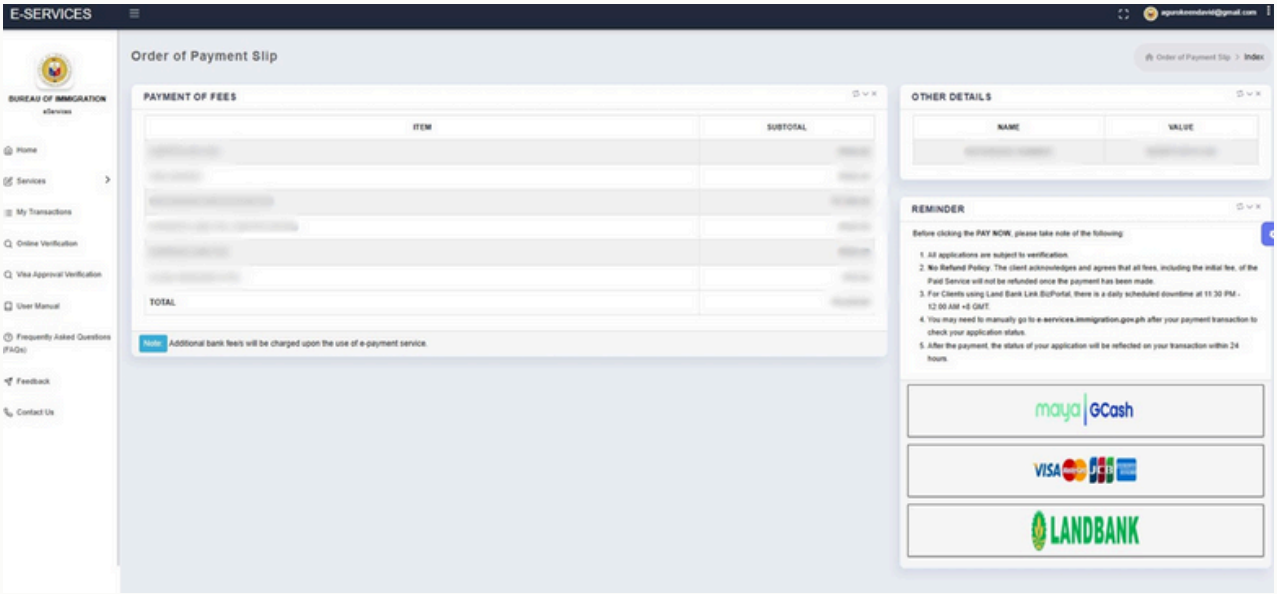




13. The added dependent will show up in the table. Click submit to proceed.

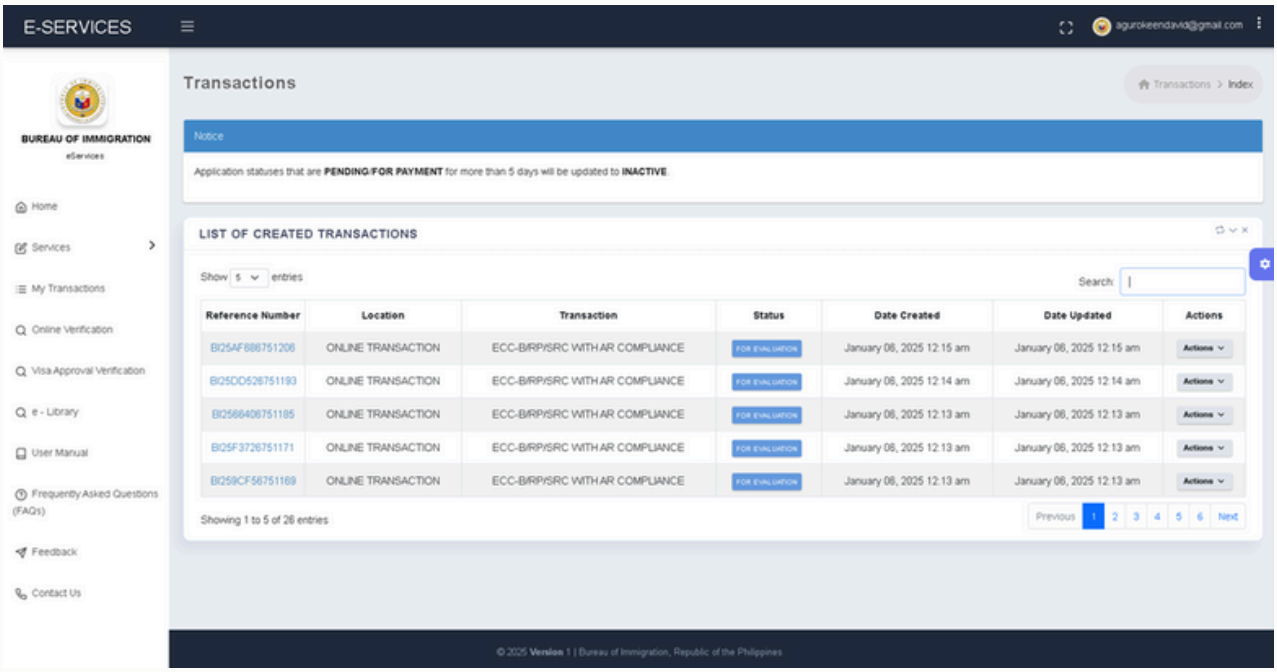


14. Select a payment option to proceed to the online payment portal.



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.



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.