

APPLY FOR AN NBI CLEARANCE FROM ABROAD? □

For instructions on "Renewal of NBI Clearance", please scroll down further.

FIRST-TIME APPLICANT FOR NBI CLEARANCE

- Secure a **Fingerprint Card Form** from the nearest Philippine Foreign Service Post

1. **1.** Fill-up the personal data called for on both sides of the card truthfully and legibly.
2. **2.** In case you are a married woman, the order of writing your name is as follows:
 1. Your maiden surname (father's surname).
 2. Your husband's surname.
 3. Your first name or given name.
 4. Your maternal surname (family name of your mother)

5. **3.** Attach a latest copy of your 2"x2" photograph with white background (*taken within three (3) months prior to your application*).

6. **4.** 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.

7. **5.** Have the Fingerprint Card Form authenticated by the Philippine Consulate General/Embassy so that the document can be considered legal for use in the Philippines (fee **US\$25.00**).

Once authenticated by the Philippine Consulate, the application is considered "accomplished".

8. **6.** SENDING your accomplished form to the NBI by two means:

OPTION A - By Mail - Enclose Money Order in the sum of **Php 200.00** Philippine currency 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 accredited banks are:

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

Upon completion of this requirement, send your accomplished form to:

Identification and Records Division -	Mailed Clearance Section
National Bureau of Investigation	
Taft Ave., Ermita 1000 Manila	
Philippines	

The NBI will then mail you the corresponding clearance certificate after it has been processed (a maximum of three (3) days excluding days of transit).

OPTION B - Through a Representative in the Philippines – send the accomplished form to your representative, along with a signed

[Letter of Authorization](#)

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.

7. Receiving your Clearance Certificate - 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.

RENEWAL OF NBI CLEARANCE

Applicants who have been previously issued NBI clearances from 2014 onwards, can now renew their NBI clearance with the NBI, without the need to accomplishing a new NBI fingerprint card form, provided that no changes made on personal data.

- If you have your original Personal Copy of your NBI clearance issued from 1998 onwards, simply send that certificate to the NBI office for renewal, along with:

1. **1.2"x2"** photograph with white background (*taken within three (3) months prior to your application*)
2. **2.** Photocopy of your passport with date stamped proving your presence abroad
3. **3.** Update any information that needs to be updated on your old clearance certificate, else write Same Data if there are no changes. Renewal only allows changes in address and purpose of clearance.
4. **4.** If there would be changes in your NAME, DATE OF BIRTH and PLACE OF BIRTH, you are advised to fill-up the form for new applicants and attach a photocopy of your Birth Certificate or Marriage Certificate as proof on changes applied.
5. **5.** Follow the same SENDING instructions as above.

If your 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.