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APPLICATION FOR RECOGNITION AS FILIPINO CITIZEN BY BIRTH AND ISSUANCE OF IDENTIFICATION CERTIFICATE

GENERAL INSTRUCTIONS

To avoid summary dismissal/delay in the processing of your application/petition, please be advised of the following:

1. **All documents required for submission must be complied with, arranged** in the order as listed in the Checklist of Documentary Requirements (CDR), **and compiled** in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application or petition shall not be accepted.
2. **All sworn statements or affidavits** must be original and duly notarized (if executed in the Philippines). If executed abroad, it must be duly authenticated or acknowledged by a competent Philippine Foreign Service Post (FSP).
3. **All civil registry documents** issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
4. **All foreign documents** must be original/certified true copy (CTC) and authenticated by the Philippine FSP, which has 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, or with affixed Apostille by the competent authority designated by the government of those contracting states under the Apostille Convention, whichever is applicable; with English translation if written in other foreign language.
5. If there are discrepancies in the entries of the documents for submission, (i.e. name, date, place, etc.), the concerned applicant/petitioner is advised to execute an **Affidavit of One and the Same Person and/or Affidavit of Explanation, whichever is applicable**.
6. If the petitioning parent from whom the applicant bases his/her claim to Philippine citizenship was recognized as a Filipino citizen, submit **CTC of the following documents: (i) Order of Approval; (ii) Department of Justice (DOJ) Indorsement; and (iii) Identification Certificate (IC) as a Filipino citizen**.
7. If the petitioning parent(s) was naturalized in a foreign country at the time of filing of this application, submit a **photocopy of his/her Certificate of Naturalization/Certificate of Citizenship**.
8. If the petitioning parent re-acquired/retained Philippine citizenship under RA 9225 (dual citizenship) at the time of filing of this application, submit a **CTC of the following documents: (i) Order of Approval; (ii) Oath of Allegiance; and (iii) Certificate of Re-acquisition/Retention of Philippine Citizenship under RA 9225 (CRPC)**.
9. If the applicant or petitioning parent changed his/her name, submit a **CTC of the document(s) justifying such change** (i.e. Marriage Certificate, Court Order/Decision, Change of Name Deed, etc.).
10. If the application is filed by an authorized representative, attach a **photocopy of the Bureau of Immigration (BI) Accreditation Identification Card/Certificate (ID), or an original Special Power of Attorney (SPA)** for **EACH** applicant with a photocopy of the attorney-in-fact's valid government-issued ID.
11. **The original valid passport of the applicant** must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
12. **All original documents submitted shall form part of the Bureau's record.**
13. It is recommended that you **seek legal advice from lawyers and/or BI-accredited entities.**
14. **Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.**

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RECOGNITION AS FILIPINO CITIZEN BY BIRTH

Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.
Please submit one (1) original plus three (3) photocopies.

☐ 1. Duly signed and notarized letter request addressed to the Commissioner from either of the applicant's father or mother, OR from the legal guardian (if both parents are deceased and if the applicant is below 18 years old); OR from the applicant himself/herself (if he/she is already 18 years old or above upon filing), with statements that either father/mother or both parents are Filipino citizens at the time of the applicant's birth and all documents submitted are genuine and were legally obtained from the corresponding government agencies;
☐ 2. Photocopy of the applicant's valid passport bio-page;
☐ 3. Photocopy of the parent's valid passport bio-page.
☐ 4. Birth Certificate or Report of Birth of the applicant issued by the PSA, OR with Authentication/Apostille, if born abroad;
☐ 5. Birth Certificate or Report of Birth of either the father/mother from whom the applicant bases his/her claim to Philippine citizenship issued by the PSA, OR with Authentication/Apostille, if born abroad; and
☐ 6. Affidavit of Citizenship to be executed by the applicant's parent, stating that he/she is a Filipino citizen at the time of the applicant's birth, and if he/she acquired foreign citizenship, if applicable.

NOTE: ***In case of non-availability of the Applicant/Father/Mother's Birth Record, please submit the following documents**:
☐ 1. Certification from the **Local Civil Registrar** (LCR) where he/she was born, **National Archives**, and **PSA**;
☐ 2. Baptismal Certificate;
☐ 3. **PSA-issued** Marriage Contract of the applicant or his/her parents, and/or Birth Certificate of his/her full-blood brother/sister;
☐ 4. **PSA-issued** Death Certificate, if already deceased; and
☐ 5. Other documents to show Philippine citizenship.

***In case of expired passport, the following must be submitted: (i) copy of the expired passport; (ii) Affidavit on Non–renewal or pending application; and (iii) copies of two (2) government-issued identification cards.**

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____ *(Name of Applicant)* _____ are complete, in order and in accordance with the provided checklist.

Board of Special Inquiry Evaluator:

_____
Signature over Printed Name

Applicant's address:
Contact details:
Email address:

_____
Date