



BI FORM 2014-12-001 Rev 0
CONVERSION TO NON-QUOTA IMMIGRANT VISA
BY MARRIAGE (PROBATIONARY)

This document may be reproduced and is **NOT FOR SALE**

G E N E R A L I N S T R U C T I O N S

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

1. The Consolidated General Application Form (CGAF) is written in English language. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. The Bureau will not act on application forms that are incomplete and incorrectly accomplished. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only. Letters like ñ, é, ü and ç are not recognized by the system. For instance, please enter names like "Muñoz" and "Sémonin" as "Munoz" and "Semonin" respectively.
2. The CGAF must be accomplished in two (2) **ORIGINAL** copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), 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.
4. All sworn statements or affidavits must be original and duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (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, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
8. 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.
9. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

- more at the back -

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
CONVERSION TO NON-QUOTA IMMIGRANT VISA BY MARRIAGE (PROBATIONARY)

Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.

- 1. Joint letter request addressed to the Commissioner from the applicant and the petitioning Filipino spouse;
- 2. Duly accomplished CGAF (BI Form 2014-00-001 Rev 0);
- 3. Marriage Certificate or Marriage Contract;
- 4. Birth Certificate or certified true copy of BI-issued Identification Certificate as Filipino citizen of the Filipino spouse;
- 5. Photocopy of the Filipino spouse's valid government-issued ID (i.e. Passport, SSS/GSIS ID/ PRC ID, Driver's License, TIN, or Voter's ID);
- 6. Photocopy of passport bio-page and latest admission with valid authorized stay;
- 7. Valid Police Clearance from country of origin or residence, if the applicant has stayed in the Philippines for less than six (6) months;
- 8. Valid National Bureau of Investigation (NBI) Clearance or National Intelligence Coordinating Agency (NICA) Clearance, if the applicant has stayed in the Philippines for six (6) months or more from the date of latest arrival; and
- 9. BI Clearance Certificate.

Checklist of Documentary Requirements for EACH Dependent

- 1. Duly accomplished CGAF (BI Form 2014-00-001 Rev 0);
- 2. Photocopy of passport bio-page and latest admission with valid authorized stay
- 3. Birth Certificate/Family Register or its equivalent, evidencing the relationship with the petitioner;
- 4. Valid NBI Clearance or NICA Clearance for dependents 15 years of age or above, if he/she has stayed in the Philippines for six (6) months or more from the date of latest arrival; and
- 5. BI Clearance Certificate.

[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 and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

 Signature over Printed Name

 Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

Website: www.immigration.gov.ph
Email: xinfo@immigration.gov.ph
Facebook: officialbureauofimmigration
Twitter: immigrationPH

CONVERSION TO NON-QUOTA IMMIGRANT VISA BY MARRIAGE (PROBATIONARY)**INSTRUCTIONS TO PROPERLY ACCOMPLISH THE CONSOLIDATED GENERAL APPLICATION FORM (CGAF)
FOR IMMIGRANT VISA****I. APPLICATION INFORMATION**

- **Present Immigration Status** - Write the type of your current valid visa.
- **Nature of Application** - Check the appropriate box that corresponds to your application.
 1. **Conversion** - For change of visa. [e.g. from Temporary Visitor's Visa (TVV) to Quota Visa or Permanent Resident Visa (PRV)]
 2. **Amendment** - For change of the probationary status of your immigrant visa to permanent status
 3. **Inclusion** - For inclusion of your dependent spouse and/or unmarried child(ren)
- **Type of Visa Application** - Write the specific type of immigrant visa you are applying for.
- **Method of Application**
 1. **Personal** - Check the corresponding box if the application is filed personally and write "N/A" in the next two items.
 2. **Authorized Representative** - Check the corresponding box if the application is filed through a BI-accredited travel agency or law firm.
 - a. **Accreditation Number** - Write the accreditation number assigned by the BI to the accredited travel agency or law firm.
 - b. **Name of Authorized Representative** - Write the name of the BI-accredited liaison officer or employee of the travel agency or law firm who shall transact with BI on the applicant's behalf.
- **Photograph** - Attach your "2x2" colored photograph with white background using permanent glue in the photograph box. The photograph must be taken within the last three (3) months from the date of application to reflect current appearance. Scanned photograph is not allowed. The applicant should not wear any eyewear (e.g. sunglasses, colored contact lenses, etc.) or headwear on the photograph submitted.

II. APPLICANT'S TRAVEL INFORMATION

- **Passport number** - Write the passport number as written in the bio-page of your current valid passport.
- **Flight Number** - Write the accurate flight number of latest arrival into the Philippines as stamped in your passport.
- **Expiry Date/Valid Until** - Write the "valid until" date indicated in the bio-page or amendment page of your current valid passport in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Date of Latest Arrival** - Write the date of latest arrival into the Philippines as stamped in your passport in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Place of Issuance** - Write the specific place and country where your current valid passport was issued.
- **Last Day of Authorized Stay** - Write the expiration date or last day of authorized stay of your current valid visa in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format. Month should be written in capital letters in its abbreviated form (e.g. MAY, JUL, SEP).

III. APPLICANT'S PERSONAL INFORMATION

- **Name of Applicant**
 1. **Last Name** - Write the last name or family name as written in your current valid passport.
 2. **First/Given Name** - Write the first or given name as written in your current valid passport.
 3. **Middle Name** - Write the middle name, if any, as written in your current valid passport.
 4. **Other Name(s)/Alias(es)** - Write all other names or aliases, if any, you have used or indicated in other documents submitted in support of the application.
- **Date of Birth** - Write your date of birth in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.

- **Gender** - Check the corresponding box of your answer, "M" for male and "F" for female.
- **Country of Birth** - Write the country where you were born.
- **Citizenship/Nationality** - Write the country where you are currently a citizen or a national of.
- **Civil Status** - Check the appropriate box that corresponds to your present civil status.
- **Height** - Write your present height in centimeters. (1 foot = 30.48 centimeters, 1 inch = 2.54 centimeters)
- **Weight** - Write your present weight in kilograms. (1 pound=0.4536 kilograms)
- **Profession/Occupation** - Write your current profession or occupation.
- **Contact Number(s) in the Philippines** - Write your landline and/or mobile number(s).
- **Email Address** - Write your active email address.
- **Complete Address**
 1. **Residential Address in the Philippines** - Write your complete Philippine address, indicating the house/unit number, street, subdivision/village, barangay, municipality or city, province and zip code.
 2. **Residential Address Abroad** - Write your complete address of current country of residence abroad or citizenship, indicating the house/unit number, street, subdivision/village, city, state, country and zip code.
- **Name of Spouse** - Write the Last Name, First/Given Name, Middle Name and other names/aliases of your wife or husband, as the case may be, in the corresponding spaces.
- **Name(s) of Child(ren) and Date(s) of Birth** - Write the name(s) of your child(ren) and their respective date(s) of birth. If you have more than two children, please use **BI Form 2014-00-005 Rev 0** to provide the required information.
- **Character References in the Philippines** - Write the Last Name, First/Given Name and Middle Name of two (2) persons in the Philippines, who personally know you and can attest to your character, with their complete addresses and contact number(s) in the Philippines.

IV. PETITIONER'S INFORMATION

- **Name of Petitioner** - Write the Last Name, First/Given Name and Middle Name of your petitioner in the corresponding spaces provided, if applicable.
- **Residential Address in the Philippines** - Write the complete Philippine address of your petitioner, indicating the house/unit number, street, subdivision/village, barangay, municipality or city, province, zip code and contact number(s) in the Philippines, if applicable.

V. ACR I-CARD

- **ACR Number** - Write your ACR number as written in the current valid ACR I-Card, if applicable.
- **Date of Issuance** - Write the date when your current valid ACR I-Card was issued in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Expiry Date/Valid Until** - Write the last date of validity of your current ACR I-Card in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Certificate of Residence Number (CRN)** - Write the CRN as written in your current valid ACR I-Card, if applicable.

VI. CERTIFICATION

- **Contents of the Certification** - You must first carefully read and understand the statements in the Certification.
- **Signature and Date** - You and your petitioner, if applicable, shall affix your respective signatures in the spaces provided and write the date when the CGAF was accomplished and signed.

CONVERSION TO NON-QUOTA IMMIGRANT VISA BY MARRIAGE (PROBATIONARY)

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ACR I-CARD APPLICATION
(NEW)**

Please submit all documents required for this application in a separate folder.

- 1. Duly accomplished Consolidated General Application Form (CGAF);
- 2. Photocopy of passport bio-page, visa implementation page and latest admission; and
- 3. Photocopy of the official receipt of payment for the applicable fees.

[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)

_____ for ACR I-Card are complete and in accordance with the provided checklist.

Alien Registration Division Evaluator:

Signature over Printed Name

Date