

For first-time applicant for NBI clearance (for those living/working abroad)

1. Secure a Fingerprint Card form from the Embassy/Consulate and fill-up the personal data called for on both sides of the card truthfully and legibly.
2. In case you are a married woman, the order of writing your name is as follows:
 - a. Your maiden surname (father's surname);
 - b. Your husband's surname;
 - c. Your first name or given name
 - d. Your maternal surname (family name of your mother)
3. Attach a latest copy of your 2" x 2" photograph with white background (taken within three (3) months prior to your application).
4. Proceed to the police agency in your locality to 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.
5. Have the Fingerprint Card form authenticated by the Embassy/Consulate so that the document can be considered legal for use in the Philippines (Fee: \$25.00). Once authenticated by the Embassy/Consulate, the application is considered "accomplished".
6. The accomplished form may be sent to the NBI through a Representative in the Philippines - send the accomplished form to your representative, along with a signed letter authorizing him/her to transact business on your behalf. This authorization letter must be consularized/authenticated by the Philippine Consulate. Your relative may visit the office of the Electronic Data Processing Division (EDPD) in NBI Taft Avenue, Manila for further assistance.

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.

For applicants renewing their NBI clearance (for those living/working abroad):

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

1. 2" x 2" photograph with white background (taken within three (3) months prior to your application);
2. Photocopy of your passport with date stamped proving your presence abroad;
3. Update any information that needs to be updated on your old clearance certificate, or else write Same Data if there are no changes. Renewal only allows changes in address and purpose of clearance;
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.

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.