

## **REQUIREMENTS FOR NBI FINGERPRINTING:**

1. By appointment (<https://philembassy.nzl.appointy.com/>), please bring email or print confirmation
2. Personal appearance
3. One 2x2 photo with white background
4. Passport and 1 copy of passport
5. Payment should be cash/bank check (payable to Philippine embassy) or please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)

## **REQUEST FOR NBI FINGERPRINT FORM:**

1. If personal appearance, please bring your passport for verification;
2. If through mail, send a request letter, copy of your passport and a prepaid courier bag with signature required sticker;
3. One form per request only.

## **FOR RENEWAL APPLICANTS:**

- Applicants who were previously issued NBI clearance certificates dated 2014 and above can now renew their NBI Clearance Certificate.
- Mail your old NBI Clearance certificate together with a recent 2x2 photo with white background, the amount of Php 200.00 pesos, a copy of your passport to the addressed below or to your representative.
- If mail to a representative, a letter of authorization is required.
- Processing of applications will take a maximum of five (5) days upon receipt of documents; and
- Upon receipt of clearance certificate, examine it for the presence of embossed NBI dry-seal. Affix right thumbmark on the space provided for.
- Send the application to:

**Ms. SANDRA P. SOBIDA**  
Mailed Clearance Section  
3r Floor, NBI Clearance Building  
UN Avenue, Ermita, Manila  
0063-02-5238231 loc. 5465

*Note: The Philippine Embassy assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.*