






EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
PASUGUAN NG REPUBLIKA NG PILIPINAS  
WELLINGTON

**GUIDELINES IN APPLYING FOR NBI CLEARANCE CERTIFICATES  
FOR APPLICANTS BASED ABROAD**

Applicants for NBI clearance certificates can now file for issuance and renewal through mail. However, to facilitate processing, kindly note the following:

-  **It is strongly recommended that you appoint a representative in the Philippines to process your NBI Clearance Certificate.**
-  Filing/processing may only be done through NBI Manila. However, those whose **representatives are based in the provinces may contact the Mailed Clearance Section** via the mobile numbers indicated below for specific instructions on how to file their application.
-  **It is advisable that you transmit an advance copy of your application and all other requirements via email.**

**RENEWAL.** Those Filipino nationals previously issued NBI clearance certificates from 2014 onwards may file for renewal. Send via post the following to NBI Manila's Mailed Clearance Section (*address provided below*) or to your representative:

- old NBI Clearance certificate;
- recent 2x2 photo with white background;
- passport photocopy; and
- if through a representative, letter of authorization.

You also need to pay the prescribed fee (*amount & payment mode explained below*).

**NEW APPLICATION.** The following are considered as new applicants:

- those filing for NBI clearance certificates for the first time;
- those previously issued NBI clearance certificates from 2013 or earlier;
- those who require change of name, e.g., newly married female applicants; and
- foreign nationals.

Send via post the following to NBI Manila's Mailed Clearance Section or to your representative:

- NBI Form No. 5**, which you can secure from the Philippine Embassy or Consulate in the country where you reside. This form is furnished by the NBI for free upon request by the Department of Foreign Affairs and is not for sale. Your representative in the Philippines can also obtain said form from the Mailed Clearance Section.

Fill-out the form and go to the Embassy, Consulate or the nearest police station for fingerprinting, which should be rolled impressions. The official who administered the fingerprint impression must sign the form.

- recent 2x2 photo with white background taken within three (3) months prior to the filing of your application:

- ☑ photocopies of your passport and other identification card/s; and
- ☑ if through a representative, letter of authorization.

You also need to pay the prescribed fee (*amount & payment mode explained below*).

### **FEE AND MODE OF PAYMENT**

- **Cash payment is preferred** amounting to two hundred Philippine pesos (PhP200.00). The clearance fee itself is one hundred fifteen pesos (PhP115.00). The remaining eighty-five pesos (PhP85.00) will be used to send the clearance certificate through the Philippine Post.
- Nonetheless, those without representatives in the Philippines and who are filing via courier service may settle the fee via **online payment**. Sign-up/sign-in at <https://clearance.nbi.gov.ph/> or [www.nbi-clearance.com](http://www.nbi-clearance.com) where you can select the mode of payment most convenient for you. Please note that while the NBI will charge one hundred fifteen pesos (PhP115.00) only, ***payment service providers collect fees of varying amounts***. Please note further that you will have to make arrangements for the pick-up of your NBI Clearance Certificate via courier service.

Once you have completed your transaction, a reference number will appear on your computer screen. Copy this. It will serve as the NBI's code in the retrieval of your data and to ascertain the status of your application.

### **WHERE TO MAIL/POST YOUR APPLICATION**

- Send your complete application package to:  
**MS. SANDRA P. SOBIDA**  
Mailed Clearance Section  
3rd Floor, NBI Clearance Building  
UN Avenue, Ermita, Manila, Philippines  
Trunkline number: +63 2 523 8231 local 5465  
Mobile numbers: + 63 915 689 3113 and +63 920 122 3327  
Email address: [spsobida@gmail.com](mailto:spsobida@gmail.com)
- Make sure that you also provide the Mail Clearance Section with your e-mail address through which an advance copy of your NBI Clearance Certificate may be transmitted.
- Processing time will take a maximum of five (5) working days upon receipt of your documents by the Mailed Clearance Section.
- **Once you receive your new NBI clearance certificate, make sure to examine it for the presence of embossed NBI dry-seal and that you affix your right thumbmark on the space provided for this purpose.**

THIS PROCESS ALSO APPLIES TO FOREIGN NATIONALS WHO HAVE RESIDED IN THE PHILIPPINES AND WHO REQUIRE SUBMISSION OF NBI CLEARANCE CERTIFICATES.

**NBI-ICTD**