



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
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EXTENSION AND UPDATING OF STAY OF TEMPORARY VISITORS

GENERAL INSTRUCTIONS

To avoid delay/denial in the processing of your application, 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), compiled in a legal sized (8 ½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, the application shall not be accepted.
2. 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) of the Philippines.
3. 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.
4. 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 the attorney in-fact.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR EXTENSION AND UPDATING OF STAY OF TEMPORARY VISITORS

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

- 1. Duly accomplished Consolidated General Application Form for Extension of Temporary Visitor's Visa
- 2. Original Passport/Travel Document of the applicant
- 3. Photocopy of Downgrading Order (if applicable).

Additional requirements if applicant is Overstaying for more than six (6) months or more than the maximum allowable stay:

- Notarized letter of explanation for overstaying with attached original copy or certified true copy of supporting documents.

Note: The Bureau may require the submission of additional documents for further evaluation of the application.

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____ are complete and in accordance with the provided checklist.

(Last name, First name, Middle name)

Evaluator: _____
(Signature over printed name)

Date: _____
(DD-MMM-YYYY)

The Bureau of Immigration (BI) commits to protect and respect personal data privacy pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. The entire Data Privacy Notice of the BI is accessible in this link: <https://immigration.gov.ph/information/data-privacy>.

CLAIM SLIP

Present this slip to claim documents at the Tourist Visa Section (TVS), Ground Floor, BI Main Office.

NAME OF APPLICANT <i>(Last name, First name, Middle name)</i>		DATE FILED <i>(DD-MMM-YYYY)</i>	
PASSPORT/TRAVEL DOCUMENT NO.		COUNTRY OF CITIZENSHIP	

An unclaimed application shall be deemed cancelled after 30 working days from date of notification of its approval/disapproval.

If claimed by an authorized representative, present a Special Power of Attorney and original valid government-issued Identification (ID) Card.

For follow ups, please contact us through our hotline number (+632) 84652400 loc 102 or e-mail us via ird.tvs@immigration.gov.ph or touristvisaextensionph@gmail.com.