

INFORMATION ON THE NBI (NATIONAL BUREAU OF INVESTIGATION) CLEARANCE

Applicants for NBI clearance living in Shanghai, Anhui, Hubei, Jiangsu and Zhejiang can have their fingerprint impressions taken at the Philippine Consulate General in Shanghai, and follow the procedures below:

1. Fill-out the barcoded NBI Clearance Form which may be secured from the Identification and Records Division, 4/F, NBI Clearance Building, U.N. Avenue, Manila. Applicants may request their authorized representative in the Philippines to send the NBI form to them in China. Limited NBI clearance forms are also available at the Consulate.
2. Submit one 2x2 full front-facing picture of the applicant, taken within the last 3 months against a white background.
3. Present original passport and submit a photocopy of the data page.
4. Submit a letter of authorization/special power of attorney for notarization, if a representative/relative in the Philippines will submit the NBI clearance application to the NBI on your behalf. (A separate, corresponding notarial fee will be collected from the applicant.)
5. Upon payment of the corresponding consular service fee, Consulate personnel will take the applicant's fingerprint impressions and return all documents back to the applicant.

In order for the clearance application form to be processed by the National Bureau of Investigation, it must be sent by the applicant to the Philippines via either of the two options below:

Option 1 – Through a Representative/Relative

The applicant sends the NBI clearance application form with supporting documents (previous NBI clearances, birth certificate, marriage contract, employment certificate, work permit, photocopy of valid visa, etc.) and notarized letter of authorization to his/her chosen representative in the Philippines. The representative will then submit the documents to the NBI and pay the NBI clearance processing fee. After the NBI-prescribed processing time, the same representative will claim the clearance for onward transmittal back to the applicant in China. Relatives who are not residing in Manila can still submit the clearance application at any of the regional, district, and local government offices of the NBI, and at selected malls all over the Philippines.

Option 2 – Direct Mail to the NBI

Applicants may also choose to send the NBI clearance application form with fingerprint impressions and supporting documents directly to the NBI by postal mail. Applicants should address the same to:

The Officer-in-Charge

Mailed Clearance Section
2/F NBI Clearance Building
United Nations Avenue, Ermita
Manila, Philippines 1000

Information on payment can be obtained from <http://www.nbi.gov.ph>. The NBI will send the clearance certificate to the applicant by air mail.

IMPORTANT: Authentication of the NBI clearance by the Department of Foreign Affairs is based on the requirements set by the requiring office or agency where the applicant will submit the NBI clearance. Additional details on the issuance of NBI clearance can be obtained from <http://www.nbi.gov.ph>.

The fee collected from the NBI clearance applicant at the Consulate corresponds to the service fee for taking fingerprint impressions. It is NOT the NBI clearance processing fee. The NBI clearance processing fee is collected by the NBI in the Philippines.