I. The ACR I-Card BOT Project
II. Alien Registration Forms and the ACR Card
III. Card Features
IV. Card Brochure
V. How to Apply for an ACR I-Card
   a. Application Forms
   b. Checklist of Requirements
   c. Schedule of Fees
   d. Procedures
VI. The ACR I-Card Travel Control Information System (TCIS) Program
VII. BI Memorandum Issuances
VIII. Statistics
IX. Future Plans
I. THE ACR I-CARD BOT PROJECT

THE ACR I-CARD PROJECT AUTOMATES THE ENTIRE PROCESS OF ALIEN REGISTRATION AND INTEGRATES THE ISSUANCE OF VARIOUS PAPER-BASED ALIEN DOCUMENTS INTO A MICROCHIP-BASED CREDIT CARD SIZED IDENTIFICATION CARD CALLED THE ACR I-CARD.

THE SYSTEM HAS ALIEN REGISTRATION AND VERIFICATION SUB-COMPONENTS THAT CAN ACCURATELY VERIFY AND LINK INFORMATION, PHOTOGRAPHS AND FINGERPRINTS STORED IN THE EMBEDDED MICROCHIP.
THE ACR I-CARD is a microchip-based credit card-sized identification issued to registered aliens replacing the paper-based Alien Certificate of Registration (ACR) and Certificate of Residence (CR). It has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

The card likewise serves as the Emigration Clearance Certificate (ECC), Re-Entry Permit (RP) and Special Return Certificate (SRC) of the holder upon payment of the required immigration fees.
ACR I-CARD IMPROVES SERVICES TO ALIENS:

- Automates the process of alien registration
- Eliminates fraud in all aspects of alien registration
- Reduces the resources needed for manual processing
- Improves efficiency in collection of fees
- Enhances security of national borders
- Improves internal governance by eliminating fixers and forgers of immigration documents
Alien Certificate of Registration (AR Form No. 3)

Issued to aliens exempted from payment of immigration fees
CERTIFICATE OF RESIDENCE

Certificate of Residence-Temporary Visitor (CRTV)

Certificate of Residence-Pre-Arranged Employee (CRPE)
RE-ENTRY PERMIT (RP)

Issued to Permanent Residents
SPECIAL RETURN CERTIFICATE (SRC) –
Issued to Temporary Residents
**ALIEN FINGERPRINT CARD**

1. Forwarded By ____________________________ Address ____________________________
   (Please indicate name of examining or law enforcement agency, if not admitted by individual whose fingerprints appear herein)

2. Name ____________________________ Height ____________________________ Build ____________________________

3. Immigrant Status ____________________________ Weight ____________________________ Comp. ____________________________

4. Date of arrival ____________________________ Eye(s) ____________________________ Hair ____________________________

5. Mode of transportation ____________________________ Scars and marks ____________________________
   (Ship or plane)

6. Address ____________________________

7. Place of birth ____________________________

8. Date of birth ____________________________

9. Nationality ____________________________ Sex ____________________________

10. Civil Status ____________________________

11. A.C.R. ____________________________ Issued at ____________________________ on ____________________________

12. Other papers ____________________________

**REMARKS** - Complete name and address of nearest relative or person to be notified in case of emergency.

---

**ALIEN IDENTIFICATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Holder of</th>
<th>Issued at</th>
</tr>
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<tbody>
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**Reference**

**RIGHT HAND**

<table>
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<tr>
<th>1. THUMB</th>
<th>2. INDEX FINGER</th>
<th>3. MIDDLE FINGER</th>
<th>4. RING FINGER</th>
<th>5. LITTLE FINGER</th>
</tr>
</thead>
</table>

**LEFT HAND**

<table>
<thead>
<tr>
<th>6. THUMB</th>
<th>7. INDEX FINGER</th>
<th>8. MIDDLE FINGER</th>
<th>9. RING FINGER</th>
<th>10. LITTLE FINGER</th>
</tr>
</thead>
</table>

**Remarks**

- Impressions taken by: ____________________________
- Note amputations ____________________________
- Signature of alien ____________________________

**Four fingers taken simultaneously**

<table>
<thead>
<tr>
<th>LEFT HAND</th>
<th>LEFT THUMB</th>
<th>RIGHT THUMB</th>
<th>RIGHT HAND</th>
</tr>
</thead>
</table>

---

**IMPORTANT** - PLEASE INCLUDE ALL REQUESTED DATA **
Master Card of Registered Alien

( front )

AR FORM NO. 6
MASTER CARD OF REGISTERED ALIEN

1. Name ___________________ Sex ___________________ Nationality ___________________
2. ACR No. ___________________ Date issued ___________________ on ___________________
3. Date and place of birth ___________________ at ___________________ on ___________________
4. Residence ___________________ Hair ___________________ Eyes ___________________
5. Occupation ___________________ Business Address ___________________ Nature of business ___________________
6. Marital Status: □ Single □ Married □ Widowed or □ Divorced. If married give name of spouse ___________________ ACR No. ___________________ Address ___________________ Date of marriage ___________________ Place of marriage ___________________
7. Children if any: give number of children ___________________ Place of marriage ___________________

NAME ___________________ DATE AND PLACE OF BIRTH ___________________ ACR NUMBER, IF ANY ___________________ ADDRESS ___________________
__________________________ ___________________ ___________________ ___________________
__________________________ ___________________ ___________________ ___________________
__________________________ ___________________ ___________________ ___________________
__________________________ ___________________ ___________________ ___________________

8. Immigration status:
NBR. Native-born certificate of Residence: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________ 
ICR. Immigration certificate of Residence: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________ 
CRTC. Certificate of Resident for Temporary Visitor: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________ 
CRTS. Certificate of Resident for Temporary Student: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________ 
CRPE. Certificate of Resident for Pre-arranged Employee: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________ 
CRTT. Certificate of Resident for Treaty Traders: ___________________ No. ___________________ Date issued ___________________ Place of issue ___________________
9. Parentage: Father: ___________________ Address: ___________________ ACR No. ___________________ 
Mother: ___________________ Address: ___________________ ACR No. ___________________
10. Previous ACRs issued to Alien: 
ACR No. ___________________ issued at ___________________ on ___________________ 
ACR No. ___________________ issued at ___________________ on ___________________
11. Thumbprints and signature: 
LEFT ___________________ RIGHT ___________________
CERTIFICATION BY REGISTRATION OFFICER: 
All entries have been checked and found correct ___________________
Registration Officer ___________________ 
(City or Municipality) ___________________ (Date) 19

( Signature of Alien )

( back )

Name ___________________ ACR No. ___________________

RECORD OF ALIEN’S ANNUAL REPORT

SIGNATURE OF ALIEN ___________________ DATE OF REPORT ___________________ PLACE OF REPORT ___________________ OFFICIAL RECEIPT NO. ___________________ ADMINISTRATIVE FINE ___________________ REGISTRATION OFFICER ___________________

REPORTS ON CHANGES OF RESIDENCE

NEW RESIDENCE ___________________ DATE OF TRANSFER ___________________ DATE OF REPORT ___________________ OFFICIAL IN CHARGE ___________________

REMARKS ___________________

Latest Photo

2 X 2

3-20
Fingerprint & ID Section Index Card File
ACR I-CARD DESIGN
(front)

FRONT VIEW INCLUDES THE VISA AND PERSONAL INFORMATION OF THE SUBJECT
ACR I-CARD DESIGN
(back)

READ CAREFULLY

1. FOR FAILURE TO EXHIBIT CERTIFICATE ON DEMAND BY ANY IMMIGRATION OFFICIAL, OR ANY POLICE OR PEACE OFFICER SHALL SUBJECT HOLDER TO AN ADMINISTRATIVE FINE NOT EXCEEDING P100.00, OR UPON CONVICTION BE PUNISHED BY A FINE NOT EXCEEDING P200.00 OR IMPRISONMENT FOR NOT MORE THAN 30 DAYS, OR BOTH.(SEC. 7, RA 562, AS AMENDED BY RA 751)

2. FOR FAILURE TO GIVE WRITTEN NOTICE OF CHANGE OF RESIDENCE ADDRESS, 24 HOURS BEFORE CHANGE IS EFFECTED, AN ADMINISTRATIVE FINE NOT EXCEEDING P500.00 OR UPON CONVICTION BE PUNISHED BY A FINE NOT EXCEEDING P1000.00 OR IMPRISONMENT FOR NOT MORE THAN 6 MONTHS, OR BOTH.(SEC. 6, PAR.2. RA 751)

3. FOR FAILURE TO REPORT WITHIN THE FIRST 60 DAYS OF EVERY YEAR, AN ADMINISTRATIVE FINE NOT EXCEEDING P100.00, OR UPON CONVICTION BE PUNISHED BY A FINE NOT EXCEEDING P200.00 OR IMPRISONMENT FOR NOT MORE THAN 6 MONTHS, OR BOTH(SEC. 10, PAR.2, RA 562, AS AMENDED BY RA 751)
Stored Information in the ACR I-CARD Microchip

- PERSONAL INFORMATION (name, age, date & place of birth, etc.)
- PHOTOGRAPH
- DATE & STATUS OF ADMISSION
- VISA INFORMATION (date issued & expiry date)
- BIOMETRIC INFORMATION (fingerprints)
- SIGNATURE
- ALIEN CERTIFICATE OF REGISTRATION (ACR)
- CERTIFICATE OF RESIDENCE (ICR / NBCR / CRTV / CRTS / CRPE / CRTT)
- TRAVEL INFORMATION
- PAYMENT OF IMMIGRATION FEES DETAILS
ADVANTAGES OF THE ACR I-CARD

- Faster processing time at ports of entry and exit
- Holders are assured that they are holding genuine ACR
- Serves as all-in-one card (ACR, CR, RP/SRC, ECC)
- Online payment of immigration fees
- Quick verification of information in the database
- Serves as identity card for legally registered alien
- Eliminates illegal & unwarranted detention of alien residents
ACR I-CARD BROCHURE

THE ACR I-CARD PROJECT

The ACR I-CARD Project automates the entire process of alien registration and integration of the issuance of an official paper-based alien document into a microchip-based identification card called the ACR I-CARD.

THE ACR I-CARD

The ACR I-CARD is a microchip-based card. It allows for the integration of biometric data, replaces the traditional paper-based card, and is designed to be more secure and efficient. The ACR I-CARD contains information such as name, date of birth, gender, and other personal details.

ADVANTAGES AND CONSIDERATIONS OF ACR I-CARD

1. **Freedom of movement:** The I-CARD holder enjoys freedom of movement within the Philippines.
2. **Speed of processing:** ACR processing and documentation are done in the Philippines, reducing the need for delays.
3. **Security:** The microchip ensures that only authorized personnel can access the data stored on the card.
4. **Convenience:** It is easy to carry, and the card is not subject to the same durability issues as traditional paper cards.
5. **Cost-effective:** In the long run, the cost of issuing and maintaining the ACR I-CARD is lower than the traditional paper-based system.

THE PROCESS OF ACR I-CARD PATHWAY

1. **Application:** The application is made through an electronic system.
2. **Processing:** The application is processed electronically.
3. **Issuance:** The card is issued to the applicant.

COVERAGE OF THE ACR I-CARD

The ACR I-CARD is available to all aliens, including their dependents, who have been duly issued paper-based ACRs, except for those with a biometric microchip-based ACR I-CARD.

REQUIREMENTS AND PROCEDURES FOR ACR I-CARD RENEWAL OR REISSUE

1. **Documentation Required:**
   - ACR I-CARD holder
   - Original ACR I-CARD
   - Photocopy of passport (data page, latest arrival stamp)

2. **Regulation:**
   - Issuance of a new ACR I-CARD
   - Issuance of a new ACR I-CARD

3. **Procedure:**
   - Submit new ACR I-CARD application form
   - Attach an ACR I-CARD
   - Provide documentation

4. **Application:**
   - ACR I-CARD renewal
   - ACR I-CARD reissue

5. **Issuance:**
   - ACR I-CARD issuance form
   - ACR I-CARD issuance form

6. **Renewal:**
   - ACR I-CARD renewal
   - ACR I-CARD renewal

7. **Replacement:**
   - ACR I-CARD replacement
   - ACR I-CARD replacement

8. **Amendments:**
   - Name/Date of Birth/Civil Status/Address

9. **Reissue:**
   - ACR I-CARD reissue
   - ACR I-CARD reissue

10. **Validated:**
    - ACR I-CARD validated
    - ACR I-CARD validated

11. **Application**:
    - ACR I-CARD application form
    - ACR I-CARD application form

12. **Fees:**
    - Application fee
    - Replacement fee

13. **Validity:**
    - ACR I-CARD validity
    - ACR I-CARD validity

14. **Expiration:**
    - ACR I-CARD expiration
    - ACR I-CARD expiration

15. **Updating:**
    - ACR I-CARD updating
    - ACR I-CARD updating

16. **Compensation:**
    - ACR I-CARD compensation
    - ACR I-CARD compensation

17. **Insurance:**
    - ACR I-CARD insurance
    - ACR I-CARD insurance

18. **Security:**
    - ACR I-CARD security
    - ACR I-CARD security
ACR I-CARD BROCHURE

REQUIREMENTS AND PROCEDURES FOR ECC, RP/SRC PAYMENT

EMBASSY CLEARANCE CERTIFICATE (ECC): Issued to an alien permanently or temporarily residing in the country who is departing for a temporary sojourn abroad but intends to return. An ECC-B is valid for thirty (30) days upon implementation.

RE-ENTRY PERMIT (RP): Issued for one (1) year validity to an immigrant/permanent resident in the country who intends to return temporarily for abroad.

SPECIAL ENTRY CERTIFICATE (SEC): Issued for a maximum of one (1) year or upon the expiry of matriculated visa, to a non-immigrant/temporary resident in the country who intends to depart temporarily for abroad.

PAYMENT OPTIONS:
A. In the Main Office
1. Secure OIF at Counter 76, O/F CCP Bldg.
2. For payment, proceed to the Cashier Counters 1 to 7 at O/F ccp Bldg.
3. For implementation, proceed to Counter 42, O/F CCP Bldg.

B. At the Airport
1. Proceed to the Immigration/Cashier Counter for assessment and payment of the required fees.
2. After payment, proceed to the Immigration/Departure Officer at the O/F CCP Bldg.

REQUIREMENTS AND PROCEDURES FOR ANNUAL REPORT
Payment should be made within the first sixty (60) days of every year.
1. Original ACR I-Card.
2. For payment, proceed to the Cashiers Counters 1 to 7 at O/F CCP Bldg.
3. For implementation, proceed to Counter 42 at O/F CCP Bldg.

ACR I-CARD CANCELLATION
The ACR I-Card may be cancelled on the following grounds:
1. Death of the holder (death certificate required).
2. Adoption of Filipino citizenship by the holder.
3. Termination of Visa of the holder.
5. Voluntary Cancellation by the holder.

ACR I-CARD SCHEDULE OF FEES

| ISSUANCE | $US50 (Peso equivalent) |
| REISSUANCE | $US50 (Peso equivalent) |
| a. Lost card | b. Destroyed card |
| c. Rejected card | d. Amendments |
| - Wrong entries or information printed in the card due to fault or negligence of the applicant |
| RENEWAL | $US50 (Peso equivalent) |
| a. Expiration of one (1) year validity of the card |
| b. Re-registration upon reaching the age of 18 |
| c. Change of Visa Status |
| d. ACR Replacement (Alien Registration Act of 1996, as amended) |

INITIAL RP/SRC ISSUANCE
RP/SRC: P 700.00
ECC-B: P 700.00
Head Tax: P 250.00
LRP: P 20.00
Express Lane: P 500.00
Total: P 2,170.00

RP/SRC RE-ISSUANCE
RP/SRC: P 700.00
ECC-B: P 700.00
Head Tax: P 250.00
LRP: P 20.00
Express Lane: P 500.00
Total: P 2,170.00

AMENDMENT/S
Change of Address:
Express Lane: P 200.00
Change of Name/Nationality/Civil Status/sex:
Amendment: P 200.00
Express Lane: P 200.00
LRP: P 20.00
Total: P 1,010.00

ANNUAL REPORT
Annual Report: P 300.00
LRP: P 10.00
Total: P 310.00

READ CAREFULLY

1. Failure to exhibit certificate on demand by any immigration official, or any police or peace officer shall be subject to an Administrative Fine, or upon conviction, be punished by a fine not exceeding the prevailing prescribed fee, or imprisonment for not more than thirty (30) days, or both (Sec. 6 Par. 2 RA 902, as amended RA751)

2. Failure to give written notice of change of residence address ten days before change is effected, an Administrative Fine, or upon conviction, be punished by a fine not exceeding the prevailing prescribed fee, or imprisonment for not more than six (6) months, or both (Sec. 6 Par. 2 RA 902, as amended RA751)

3. Failure to report within the first sixty (60) days of every year, an Administrative Fine, or upon conviction, be punished by a fine not exceeding the prevailing prescribed fee, or imprisonment for not more than six (6) months, or both (Sec. 6 Par. 2 RA 902, as amended RA751)

4. The validity of Re-entry Permit (RP)/Special Return Certificate (SRC) shall start from the date of its implementation. If the holder intends to stay outside the country for more than a year, he/she has to return the ACR I-Card before his registration to the Philippine Embassy Offic for the application of RP/SRC extension through his/her duly authorized representative.

5. As per Memo Order No. PDMA-2005-001 dated 2 April 2007, an ACR I-Card is valid for FIVE (5) years for PERMANENT RESIDENTS, CO-TERMINOUS with the validity of their approved visa for TEMPORARY RESIDENTS, and as actually expired when the validity of visa is less than one (1) year.

Bureau of Immigration
Head Office
Magallanes Drive, Intramuros
Manila 1002

ACR I-Card Hotline: 525-7857 / 527-3254
HOW TO APPLY FOR AN ACR I-CARD?
CHECKLIST OF REQUIREMENTS:

1. Duly filled-up ACR I-Card application form

2. For paper-based ACR holder:
   a. Original copy of ACR
   b. Photocopy of ICR/NBCR/CRTV/CRTT/CRTS/CRPE
   c. Photocopy of passport (data page, visa implementation page and visa page with latest arrival stamp)

3. For newly-approved visa:
   a. Board of Commissioners (BOC) Order
   b. Photocopy of passport (data page, visa implementation page and visa page with latest arrival stamp)

4. For new native-born registrants:
   a. NSO-issued Birth Certificate
   b. Photocopy of ACR and ICR of parents
## ACR I-Card Renewal Form

**ACR I-CARD TRANSACTION FORM**

### INSTRUCTIONS:
1. Completely fill-up the application form. Indicate NA if not applicable.
2. Write all information in CAPITAL LETTERS.
3. Attach all the necessary documents.

Note: Application forms not properly accomplished will not be accepted/processed.

### TRANSACTIONS (✓)

**ACR I-Card Renewal**
- US$ 50.00 (Peso equivalent)
- Expired ACR I-Card
- Re-registration (14 yrs. old)
- Change of Visa Status
- ACR Replacement (Alien Registration Act of 1950, as amended)

**ACR I-Card Re-Issuance**
- US$ 20.00 (Peso equivalent)
- Lost Card
- Damaged Card
- Rejected Card
- To effect new card validity
- Amendments (Name, Nationality, Civil Status, Address, Others)

**Previous Address:**

- Others, specify:

### RP/SRC Issuance/Extension/Re-Issuance

- Annual Report with Fine

Note: Except for LOST CARD, which is subject to Express Law for PhP 1,000.00, all other renewal and re-issuance transactions shall be assessed as Express Law for PhP 500.00, in addition to prescribed immigration fees.

**ARE YOU PLANNING TO LEAVE THE COUNTRY WITHIN THIRTY (30) DAYS UPON ISSUANCE OF ACR I-CARD?**

- [ ] YES
- [ ] NO

### ACR No.: CRV/CRVT/CRT/CRTT/CRTS No.: Citizenship:

**Name:**

**Valid Authorized Stay (mm/dd/yyyy):**

**Passport No.:**

**Date Issued:**

**Age:**

**Date of Birth:**

**Sex:** Single Married Divorced/Separated

**Address:**

**Civil Status:**

**Contact No.:**

**Email Address:**

I hereby swear/affirm that the information(s) provided herein is true and correct to the best of my knowledge and belief. That I voluntarily submitted authenticated/original document(s) to further verify my application and that any misrepresentation, omission, or falsification of facts may justify denial and cancellation of my application. Further, that I have no pending application not given due course in other immigration offices.

(Applicant's Signature) Date

**NAME OF AUTHORIZED REPRESENTATIVE:**

**ACCREDITED TRAVEL AGENCY/LAW OFFICE:**

**ACCREDITATION NUMBER:**

**CONTACT NUMBER(s):**

**COMPLETE ADDRESS:**

**SIGNATURE:**

**APPLICANT'S NAME:**

**APPLICATION NO.:**

**ACR NO.:**

**RELEASING OFFICER:**

**APPLICATION NO.:**

**DATE/TIME RELEASED:**

**REMARKS:**

I hereby authorize MR./MRS. TO CLAIM MY ACR I-CARD ON MY BEHALF. PLEASE REFER TO HIGHER IDENTIFICATION DOCUMENTS FOR VERIFICATION.
# SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>ACR I-CARD ISSUANCE</strong></td>
<td>US$ 50.00 (Peso equivalent)</td>
</tr>
<tr>
<td><strong>ACR I-CARD RENEWAL</strong></td>
<td>US$ 50.00 (Peso equivalent)</td>
</tr>
<tr>
<td>a. Expiration of one year validity of the card</td>
<td></td>
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<tr>
<td>b. Re-registration upon reaching the age of 14</td>
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</tr>
<tr>
<td>c. Change of Visa Status</td>
<td></td>
</tr>
<tr>
<td>d. ACR Replacement</td>
<td></td>
</tr>
<tr>
<td><strong>ACR I-CARD RE-ISSUANCE</strong></td>
<td>US$ 20.00 (Peso equivalent)</td>
</tr>
<tr>
<td>a. Lost card</td>
<td></td>
</tr>
<tr>
<td>b. Damaged card</td>
<td></td>
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<tr>
<td>c. Rejected card (wrong entries due to fault or negligence of the applicant)</td>
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</tr>
<tr>
<td>d. Amendments</td>
<td></td>
</tr>
<tr>
<td>e. To effect new card validity</td>
<td></td>
</tr>
<tr>
<td><strong>RE-ENTRY PERMIT (RP) / SPECIAL RETURN CERTIFICATE (SRC)</strong></td>
<td>Php 2,880.00</td>
</tr>
<tr>
<td>ISSUANCE (valid for 1 year)</td>
<td></td>
</tr>
<tr>
<td><strong>RP / SRC RE-ISSUANCE</strong> (assessed for each succeeding departure within 1 year validity period)</td>
<td>Php 2,170.00</td>
</tr>
<tr>
<td><strong>ANNUAL REPORT</strong> (first 60 days of the year)</td>
<td>Php 310.00</td>
</tr>
<tr>
<td><strong>AMENDMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>- Address</td>
<td>Php 500.00</td>
</tr>
<tr>
<td>- Name/Nationality/Civil Status/etc.</td>
<td>Php 1,010.00</td>
</tr>
</tbody>
</table>

**Note:** Except for LOST CARD RE-ISSUANCE which is subject to Express Lane Fee of P1,000.00, all other transactions shall be assessed an Express Lane Fee of P500.00, in addition to applicable immigration fees.
PROCEDURES:

**STEP 1** - For Newly Approved Visa Only:
* Accomplishment of Alien Fingerprint Chart and Index Card File

Venue: One-Stop-Action Center (OSAC)
G/F BF Bldg.

**STEP 2** - FINGERPRINT VERIFICATION

Venue: One-Stop-Action Center (OSAC)
G/F BF Bldg.
STEP 3

a. DOCUMENT VERIFICATION
b. DEROGATORY RECORD CHECK
c. ISSUANCE OF ORDER OF PAYMENT SLIP (OPS)

- Venue: One-Stop-Action Center (OSAC), G/F BF Bldg.

STEP 4

- PAYMENT OF FEES

Venue: Cashier Counters, G/F BF Bldg.
STEP 5 - RECOMMENDATION OF REGISTRATION OFFICER

Note: Present Original Receipt (O.R.) of payment of ACR I-Card fees

Venue: One-Stop-Action Center (OSAC)
G/F BF Bldg.

STEP 6 - INFO CAPTURING

* photo
* signature
* fingerprints

- DATA ENTRY

Venue: One-Stop-Action Center (OSAC)
G/F BF Bldg.
STEP 7
- REVIEWING OFFICER
Venue: ARD, 3/F CCPF Bldg.

STEP 8
- FINAL APPROVAL
Venue: ARD, 3/F CCPF Bldg.

STEP 9
- CARD PRINTING
Venue: One-Stop-Action Center (OSAC) G/F BF Bldg.
STEP 10

- RELEASING OF ACR I-CARD

Venue: One-Stop-Action Center (OSAC), G/F BF Bldg.
ACR I-CARD
TRAVEL CONTROL INFORMATION SYSTEM
(TCIS)

AIRPORT PROGRAM MODULE
The primary purpose of the ACR I-CARD system is proper identification of the registered aliens. The system allows them to use the card for entry/exit thru the ports. It also allows retrieval of information from the ACR I-CARD database.

The same system allows the arrivals and departures record/history to be recorded into the Travel Control Information System (TCIS).
PORTS WITH ONLINE PROCESSING

14 DISTRICT OFFICES:
1. BID MAIN
2. BOI MAKATI
3. APPARI
4. SF, LA UNION
5. SUBIC OLONGAPO
6. BATANGAS CITY
7. LEGASPI
8. ILOILO
9. TACLOBAN
10. CEBU - MANDAUE
11. DAVAO
12. SURIGAO
13. CAGAYAN DE ORO
14. ZAMBOANGA CITY

(7) AIRPORTS / (1) SEAPORT
1. NAIA I
2. NAIA II
3. CEBU – MACTAN
4. DAVAO
5. LAOAG
6. SUBIC
7. CLARK
8. ZAMBOANGA SEAPORT

• BI-PEZA, CAPTURING ONLY
INTERNATIONAL AIRPORTS WITH ACR I-CARD TCIS PROGRAM

NAIA I
NAIA II
CEBU-MACTAN INTERNATIONAL AIRPORT
CLARK INTERNATIONAL AIRPORT
SUBIC INTERNATIONAL AIRPORT
LAOAG INTERNATIONAL AIRPORT
DAVAO INTERNATIONAL AIRPORT
ZAMBOANGA INTERNATIONAL SEAPORT
DISTRIBUTION OFFICES
WITH ACR I-CARD CAPTURING WORKSTATION

LUZON
- APARRI
- SAN FERNANDO
- LA- UNION
- BATANGAS
- LEGASPI
- OLONGAPO

VISAYAS
- CEBU
- ILOILO
- TACLOBAN

MINDANAO
- DAVAO
- ZAMBOANGA
- SURIGAO
- CAGAYAN
MEMORANDUM ORDER NO. RMA-2007-001

Re: Validity of ACR I-Card

VALIDITY OF ACR I-CARDS

In consideration of the requests from various foreign chambers of commerce, this Bureau has extended the validity of the ACR I-Card under the following terms and conditions:

A. FIVE (5) years for permanent residents and their dependents (with ACR and ICR holders) under the following visa categories:
   a. Native-born
   b. Section 13 and Sections 13(a) to 13(g), PIA, as amended
   d. Executive Order No. 824 (series of 1988)
   e. Note Verbale No. 903730 dated Sept. 17, 1990 between Philippines and India

For one undergoing probationary period prior to his/her becoming a permanent resident, the validity of the ACR I-Card shall be co-terminus with the probationary period. If he/she qualifies to become permanent resident, he/she shall apply for another ACR I-Card paying another US$50.00.

B. CO-TERMINUS with the validity of their approved visa for resident aliens who are categorized as temporary residents and whose visa were granted under the following:
   a. BI Law instruction No. 33 (Series of 1988)
   b. BI Law Instruction No. 13 (Series of 1988)
   c. BI Law Instruction No. 48 (Series of 1988)
   d. BI Memo Order No. ADD-01-038 (series of 2001)
   e. BI Memo Order No. ADD-02-015 (series of 2002)

For one undergoing probationary period prior to his/her becoming a temporary resident, the validity of the ACR I-Card shall be co-terminus with the probationary period. If he/she qualifies to become temporary resident, he/she shall apply for another ACR I-Card paying another US$50.00.

C. ONE (1) YEAR validity or as ACTUALLY GRANTED if the validity of the visa is less than one (1) year for the following visa categories:
   a. Section 9 (a) – Temporary Visitors – ACR & CRTV
   b. Section 9 (d) – Treaty Traders – ACR & CRTT
   c. Section 9 (f) – Students – ACR & CRTS
   d. Section 9 (g) – Pre-arranged employees – ACR & CRPE
   e. All other visa categories which are required by law to register or for those who are exempted from immigration fees but opted to avail of the ACR I-Card.

The above-mentioned 5 year co-terminus or 1 year validity, as the case may be, of the ACR I-Card shall be reckoned from the date of issuance of the ACR I-Card as actually appearing therein.

Prescribing the foregoing, the validity of the ACR I-Cards shall be automatically extended to 5 years for permanent residents and co-terminus with the visa for temporary residents, reckoned from the date of issuance.

Provisions of the Implementing Guidelines of the ACR I-Card Project dated February 24, 2004 and all Memoranda and Issuances previously issued which are inconsistent herein are deemed amended or superseded otherwise they remain valid and effective.

The Implementing Guidelines of the ACR I-Card Project dated February 24, 2004 shall be amended or revised accordingly.

Furnish copy of this Memo to the Chief, Alien Registration Division (ARD), Chief, Accounting Division, Chief, Cash Section, Chief Supervisor, NAIA I & II.

April 2, 2007.

ROY M. ALMORO
OIC-Commissioner

Copy furnished:
DOJ
UP Law Center
MEMORANDUM ORDER NO. AFF-2006-012

ISSUANCE OF PAPER-BASED ALIEN CERTIFICATE OF REGISTRATION (ACR) TO REGISTERED ALIENS EXEMPTED FROM IMMIGRATION FEES

WHEREAS, under the Philippine Immigration Act, as amended, and other special laws, there are registered aliens who are exempted from immigration fees such as, but not limited to, special non-immigrants under Section 47(a)(2) and Section 47(b) of the Philippine Immigration Act, as amended.

WHEREAS, under the Implementing Guidelines of the ACR I-Card Project, such special non-immigrants are not required to replace their paper-based ACR with the hi-tech microchip-based ACR I-Card but only optional to them upon payment of the card fee.

WHEREAS, since the implementation of the ACR I-Card Project, the Bureau has already stopped issuing paper-based ACR to new registrants even to such special non-immigrants and instead required them to apply for the ACR I-Card and this has elicited complaints from them.

NOW, THEREFORE, it is hereby ordered to issue paper-based Alien Certificate of Registration to new registrants who are exempt from immigration fees, consonant with the Implementing Guidelines of the ACR I-Card Project.

Furnish copy of this Memorandum Order to the OIC, ARD, OIC, BI-Makati and BI-PEZA, Chief, Property Section and all others concerned.

July 5, 2006.

ALIPIO F. FERNANDEZ, JR.
Commissioner.
MEMORANDUM ORDER NO. AFF-07-006
Re: December 31, 2007 Deadline for Non-Compliance

NON-COMPLIANCE WITH THE ACR I-CARD

The period to apply for the replacement of paper-based Alien Certificates of Registration (ACRs) with the hi-tech, microchip-based ACR I-Card has ended on February 18, 2007 pursuant to Memorandum Order dated January 16, 2007.

Despite the expiration of the period, there are still those who failed to apply. They may still apply, however, subject to the following guidelines:

1. Any registered alien applying to replace his/her old paper-based ACR with the new ACR I-Card after February 18, 2007 shall be assessed a fine of FIVE HUNDRED PESOS (P500.00) for every month or fraction thereof of delay, the total sum of which shall in no case exceed TWO THOUSAND PESOS (P2,000.00). This will not apply, however, to one:

   a. who was out of the country prior to February 18, 2007 provided, he/she will apply within seven (7) calendar days from the date of arrival in the country submitting the following requirements:

      1. Sworn letter of intent to apply for the ACR I-Card citing the reason for the delay
      2. Copies of passport showing his latest departure and arrival, plane ticket or travel information record from the BI Computer Section, and
      3. All other requirements pursuant to Memorandum Order No. AFF-2006-013 dated July 18, 2006.

   b. who is physically or mentally incapacitated submitting the following requirements:

      1. Sworn letter of intent to apply for the ACR I-Card citing his/her incapacity
      2. Medical Certificate/Clearance

2. The period within which to apply shall expire on December 31, 2007 and after which, such registered alien shall be deemed not properly documented and may be proceeded against under pertinent provisions of the Immigration Act of 1940 or the Alien Registration Act of 1950, both as amended.

All Orders and other issuances whose provisions or any part thereof are in conflict or inconsistent hereto shall be deemed superseded, amended or modified.

This Memorandum Order shall take effect immediately.

Furnish copies of this Memo the Chiefs, Alien Registration Division (ARD) and Cash Division for their implementation.


ALIPIO F. FERNANDEZ, JR.
Commissioner

Copy Furnished:
DOJ
UP Law Center
TOP 15 REGISTERED ALIENS BY NATIONALITY
Source: ACR I-Card Database _ As of 16 November 2007

- CHINA: 43,012 (35%)
- USA: 18,207 (15%)
- INDIA: 15,143 (12%)
- SOUTH KOREA: 14,136 (11%)
- UK (GREAT BRITAIN): 6,350 (5%)
- JAPAN: 3,288 (3%)
- TAIWAN (ROC): 3,260 (3%)
- GERMANY: 1,972 (2%)
- CANADA: 1,563 (1%)
- INDONESIA: 1,693 (1%)
- SWITZERLAND: 667 (1%)
- UK (OVERSEAS): 766 (1%)
- NETHERLANDS: 617 (1%)
- OTHER NATIONALITIES: 10,292 (8%)
- OTHER: 10,292 (8%)

Source: ACR I-Card Database _ As of 16 November 2007
Non-Immigrants/Temporary Residents as of 23Nov 2007
Source: ACR I-Card database

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<th>Series1</th>
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<th>eo408</th>
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<th>sec9a</th>
<th>sec9c</th>
<th>sec9d</th>
<th>sec9f</th>
<th>sec9g</th>
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### Special Non-Immigrants as of 23 Nov 2007

**Source:** ACR I-Card database

#### Series 1

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<th>sirv</th>
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<td>7</td>
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## ACR I-CARD MONITORING REPORT OF APPLICATIONS

Source: ACR I-Card Database _ As of 23 November 2007

<table>
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<tr>
<th>No.</th>
<th>Description</th>
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<th>Percentage (%)</th>
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<td>1</td>
<td>UNPAID APPLICATIONS</td>
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<tr>
<td>2</td>
<td>CANCELLED ACR</td>
<td>213</td>
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<td>3</td>
<td>FOR INFO. CAPTURING</td>
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<td>4</td>
<td>FOR ENCODING</td>
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<td>5</td>
<td>FOR PROOFREAD</td>
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<tr>
<td>6</td>
<td>FOR DOC. VERIFICATION</td>
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<td>7</td>
<td>FOR APPROVAL</td>
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<td>8</td>
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<td>FOR RELEASE</td>
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<td>10</td>
<td>CLAIMED CARDS</td>
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<td><strong>TOTAL</strong></td>
<td><strong>125,210</strong></td>
<td><strong>100%</strong></td>
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ACR I-Card Monitoring Report for Applicants in LUZON as of 23 Nov 2007

1. cebu district office
2. iloilo district office
3. tacloban district office
ACR I-Card Monitoring Report
for Applicants in MINDANAO
as of 23 Nov 2007

1. davao district office
2. cagayan de oro district office
3. surigao district office
4. zamboanga district office
**FUTURE PLANS**

- DATA BASE LINK-UP – WIDE AREA NETWORK (WAN) – on going
- FULL INTEGRATION OF TRAVEL CONTROL INFORMATION SYSTEM (TCIS) AND ACR I-CARD SYSTEM AT BI-NAIA AND OTHER INTERNATIONAL AIRPORTS – on going
- WIRELESS INTERNET CONNECTIVITY (WIFI) THRU THE TECHNICAL ASSISTANCE OF COMPUTER SECTION AND DATATRAIL CORP. – on going
- ACR I-CARD APPLICATION PROCEDURE AND STATUS VERIFICATION VIA INTERNET / WEB – on going
- ACR I-CARD AUTHENCITY VERIFICATION VIA SMS TEXTING – on going
INTEGRATION OF F/PRINT & PHOTO DATABANK OF ALL REGISTERED ALIENS TO BE LINKED WITH PNP, NBI, & OTHER LAW ENFORCEMENT AGENCIES

PROVIDE EXCELLENT WORKING FACILITIES ENHANCE ARD HUMAN RESOURCE AND LOGISTICAL INFRASTRUCTURE USING THE 3% RETENTION FUND FROM THE 50% BI REVENUE SHARE

INTEGRATION OF THE ACR I- CARD PROGRAM TO THE PROPOSED NATIONAL ID SYSTEM OF THE GOVERNMENT
Thank You !!!