

**[ BI MEMORANDUM ORDER NO. MCL-10-004,  
March 08, 2010 ]**

**REVISED IMPLEMENTING RULES AND REGULATIONS OF  
MEMORANDUM ORDER NO. MCL-09-024, DATED 23 NOVEMBER  
2009, AS AMENDED BY MEMORANDUM ORDER NO. MCL-10-003,  
DATED 18 FEBRUARY 2010, ENTITLED "ISSUANCE OF ALIEN  
CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD)  
TO [1] NON-RESTRICTED FOREIGN NATIONALS GRANTED A  
TOTAL AUTHORIZED STAY OF FIFTY-NINE (59) DAYS AS  
TEMPORARY VISITORS UNDER SECTION 9(A) OF  
COMMONWEALTH ACT NO. 613, OTHERWISE KNOWN AS THE  
PHILIPPINE IMMIGRATION ACT OF 1940, AS AMENDED, AND [2]  
TEMPORARY VISITORS WHO APPLY FOR AND ARE GRANTED  
SPECIAL STUDY PERMIT (SSP) AND SPECIAL WORKING PERMIT  
(SWP)"**

Pursuant to Memorandum Order No. MCL-09-024, as amended by MCL-10-003, prescribing the issuance of Alien Certificate of Registration Identity Card (ACR I-Card) to [1] non-restricted foreign nationals previously granted a total authorized stay of fifty-nine (59) days as temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, and [2] Temporary visitors who apply for and are granted Special Study Permit (SSP) and Special Work Permit (SWP), the following Revised Implementing Rules and Regulations is hereby promulgated:

*SECTION 1. Statement of Policy.* – There is an imperative need to modernize and improve efficiency and security of the alien registration, identification and monitoring system in light of increasing traffic in the country's numerous ports and escalating threats of terrorists, transnational criminals and foreigners with criminal records through the implementation of an automated, accurate, fraud-proof and tamper-proof registration, identification and monitoring of registered foreigners in the country, while attaining the objective of establishing a singular identity card and convenient transaction card for all resident foreigners and temporary foreign visitors.

*SECTION 2. Coverage* – The following categories of foreigners are hereby included under the coverage of those to be issued an Alien Certificate of Registration Identity Card (ACR I-Card):

[a] Non-restricted foreign nationals previously granted a total authorized stay of fifty nine (59) days and who wish to further extend his authorized stay as temporary visitors under Section 9 (a) of Commonwealth Act. No. 613 otherwise known as the "*Philippine Immigration Act of 1940*", as amended;

[b] Temporary visitors who apply for and are granted Special Study

Permit (SSP); and

[c] Temporary visitors who apply for and are granted Special Work Permit (SWP).

No application for extension for Temporary Visitor's Visa (TVV) beyond a total authorized stay of more than fifty nine (59) days, and application for Special Study Permit (SSP) or Special Work Permit (SWP) shall be granted without proof of payment of all immigration fees and related charges, including, the ACR I-Card issuance fee.

This does not apply to a foreign athletes and / or performing artists whose stay in the country pursuant to such permit does not exceed fifty-nine (59) days.

*SECTION 3. Validity Of The ACR I-Card.* – The ACR I-CARD issued to the Temporary Visitor's Visa (TVV) for a total authorized stay of more than fifty nine (59) days, Special Study Permit (SSP) or Special Work Permit (SWP) shall be dependent or co-terminus on the validity of the visa/permit granted but not to exceed one (1) year.

*SECTION 4. Application Process; BI Main Office.* – In addition to existing procedures, all offices at the Main office which receive/process the applications of foreign nationals falling under the abovementioned categories shall collect the appropriate immigration fees, express lane fees plus the I-Card issuance fee of US\$ 50.00 or its equivalent in local currency as well as the corresponding express lane fee of Php500,000 for the issuance of such card and release the ACR I-Card simultaneously with the applicant's passport.

*SECTION 5. Application Process; BI Sub-Ports/Satellite or Extension Offices With BI-WAN Connection and VIMS System.* – In addition to existing procedures, all ACOs whose offices are already connected to the BI-WAN and where the VIMS system is already implemented shall receive/process the applications of foreign nationals falling under the above-mentioned categories and collect the appropriate immigration fees, express lane fees plus the ACR I-Card issuance fee of US\$50.00 or its equivalent in local currency as well as the corresponding express lane fee of Php500.00 for the issuance of such card. The ACR I-Card shall be processed and released within a forty-eight (48) hour period from the time of approval.

*SECTION 6. Application Process; BI Sub-Ports/Satellite or Extension Offices Without BI-WAN Connection and VIMS system.* – In addition to existing procedures, all Alien Control Officers (ACOs) whose offices are yet to be connected to the Bureau's Wide Area Network (BI-WAN) and yet to implement the Visa Issuance Made Simple (VIMS) System shall receive/process the application of foreign nationals falling under the above-mentioned categories and collect the appropriate immigration fees, express lane fees plus the I-Card issuance fee of US\$50.00 or its equivalent in local currency as well as the corresponding express lane fee of Php 500.00 for the issuance of such card.

a. Within the day of approval of such applications, copies of the accomplished application forms, two (2) passport sized colored pictures (white background), photocopy of passport bio-page, passport page showing the latest arrival and Visa extension implementation and photocopy of the official receipts, shall immediately be sent by the

concerned ACO of the Sub-port/Satellite Office to the Manager, ACR I-CARD center, DATATRAIL CORPORATION, Bureau of Immigration, Magallanes Drive, Intramuros, Manila, through the BI accredited courier service.

b. Immediately upon receipt thereof, the Manager, ACR I-Card Center shall endorse the same to the following, namely:

Chief, Visa Extension, IRD – in applications for extension of tourist visa beyond 59 days;

Chief, Student Desk, IRD – in applications for SSP; and

Chief, VIMS – in applications for SWP.

The above-mentioned Chiefs shall cause the encoding and validation of approved applications prior to the issuance of the ACR I-Card. Any improper approval or issuance of the ACR I-Card shall subject the concerned officer/s to appropriate sanctions under existing laws, rules and regulations.

Likewise, all ACOs are required to submit their specimen signatures to the above-mentioned Chief of offices for identification and validation purposes.

c. The ACR I-Card shall be processed and released within a sixty (60) hour period from the time of approval.

d. In cases of deficiency in the assessment of the required fees detected during the validation process, the aforementioned Chiefs concerned shall hold in abeyance the issuance of the ACR I-Card and shall immediately notify and direct the concerned BI office to correct the assessment and collect the deficiency from the applicant, and thereafter submit the photocopy of proof of payment thereof to the concerned Chief at the soonest possible time.

*SECTION 7. Application Process; Overstaying Foreigners.* – Subject to and consistent with the existing guidelines and requirements, the procedures and processes in the approval and issuance of ACR I-Card for applicants covered by this Memorandum who are already overstaying in the country shall comply with the provisions hereof, as the case may be.

*SECTION 8. Accomplishment of Application Forms.* – In all cases (whether using the VIMS system or not), all processors must ensure that the prescribed application BI forms, i.e., MCL-07-02 for TVV extension, and MCL-07-01 for SSP and SWP, shall be completely, clearly and accurately accomplished and filled up by the applicant in BLOCK/ PRINTED LETTERS, the following information:

- a. Full Name as appearing in the passport (including alias/es)
- b. Citizenship
- c. Date of Birth
- d. Place of Birth
- e. Sex
- f. Civil Status