

Republic of the Philippines
Department of Justice
BUREAU OF IMMIGRATION
Manila

MCL-08

NOTICE TO ALL APPLICANTS/PETITIONERS

To avoid the summary denial / delay of your applications/petition, please be advised of the following:

1. All sworn statement or affidavits must be duly notarized.
2. Documents executed outside of the Philippines must be authenticated by the Philippine embassy/consulate official of the Philippine Foreign Service at the place of issuance or nearest to it, with English translation, if written in other foreign language. Any document executed within the Philippines must be duly certified by the offices having official custody of the originals.
3. All documents required for submission must be arranged in the order as listed hereunder; otherwise your application or petition cannot be processed immediately.

CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR APPLICATIONS FOR CONVERSION TO PRE-ARRANGED EMPLOYEE-COMMERCIAL
(Section 9, paragraph G)

1. () Duly notarized letter request from the petitioner-organization;
2. () General Application Form duly accomplished and notarized(BI Form No. MCL-07-01);
3. () Department of Labor and Employment (DOLE) certified true copy of Alien Employment Permit (AEP);
4. () Bureau of Immigration (BI) Clearance Certificate; and
5. () Plain photocopy of the applicant's passport showing applicant's bio-page, admission stamp and authorized stay of at least twenty (20) calendar days from date of filing.

If in the application, the applicant is joined by his/her spouse and unmarried minor children:

1. () Copy of marriage contract of applicant and spouse and/or birth certificate of minor unmarried children, NSO-certified or authenticated by the Philippine embassy/consulate in or nearest the place where marriage was solemnized or place of birth, with English translation if written in other foreign language, as the case may be; and
2. () Plain photocopy of the passport/s of foreign national's dependents showing its bio-page, admission stamp and authorized stay of at least twenty (20) calendar days from date of filing.

CERTIFICATION

This is to certify that the documents submitted in support of the application/petition for _____ are complete and in order.

Bureau of Immigration
Legal Officer of the Day:

Signature over printed name

Date