

**DE LA SALLE UNIVERSITY – MANILA**  
**Office of Student Activities**

**ALIEN CERTIFICATE OF REGISTRATION I – CARD**

The Bureau of Immigration through Memorandum Order No. Aff-05-014 has **EXTENDED THE DEADLINE FOR THE REPLACEMENT OF THE PAPER-BASED ACR TO ACR I-CARDS FOR THE FINAL AND LAST TIME TO DECEMBER 31, 2005.**

The policy is designed to improve registration identification and monitoring of registered aliens in the Philippines. The ACR I-Card is a microchip-based credit card-sized identification card issued to registered alien replacing the paper-based ACR issued. It has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

All registered aliens are required to get the ACR I-Card as follows:

1. Native born
2. Permanent resident under Section 13 and its sub sections
3. Temporary visitor – one who is coming for business or pleasure or for reasons of health if his stay exceeds six (6) months
4. Treaty trader under Section 9(d)
5. Temporary student under Section 9(f)
6. Pre-arranged employee under Section 9(g) and other special laws.
7. Special resident investor under EO 226 and EO 63
8. Such other aliens as may required by law to register
9. For those who are required to register but exempted from immigration fees, they may opt to avail of the ACR I-Card subject to payment of the card fee.

**Steps:**

1. **PROCEED** to the Bureau of Immigration.
2. **SUBMIT ACR I-CARD APPLICATION FORM** at window 1 of the ACR I-Card Area. To be attached in the application form are the following:
  - Original copies of the ACR and ICR/CRTV/CRTT/CRTS/CRPE and
  - Order granting his/her visa if he/she still has a copy Applicant shall then proceed to the designated counter of the Alien Registration Division (ARD) and secure an Order of Payment Slip (OPS)
3. **PAY THE CARD FEE** of US \$50.00 or its Peso equivalent at the designated cashier. In paying, the applicant shall present to the said Cashier a duly issued Order of Payment Slip (OPS).
4. **PROCEED TO WINDOWS 1.2 AND 1.6 FOR DATA CAPTURING** (picture, fingerprint and signature). Upon payment.
5. **PROCESSING PERIOD.** The application and the submitted documents shall be forwarded to the ACR I-Card Committee, through the ARD for verification.
6. **ENDORSEMENT OF THE ACR, I-CARD** - If the application is verified appropriate by the committee, it shall endorse the issuance of an ACR I-Card, otherwise, the Committee shall make the appropriate action against the applicant.
7. **CLAIM ACR I-CARD** On a date specified in the claim stub.
8. **RENEWAL** of the ACR I-Card shall be done yearly simultaneous with the payment of the annual report fee.

**Last day of replacement is on December 31, 2005**

**For details please visit [http://www.immigration.gov.ph/acr\\_icard\\_implementation.php](http://www.immigration.gov.ph/acr_icard_implementation.php)**