



**G E N E R A L I N S T R U C T I O N S**

**To avoid denial/delay in the processing of your application,  
please be advised of the following:**

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished together with all the documents pertaining to this application.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR) and shall be submitted within the prescribed period, if applicable.
4. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR  
TOURIST VISA EXTENSION**

***Please read carefully the above-stated General Instructions  
before proceeding with the completion of the documentary requirements.***

- 1. Duly accomplished CGAF for Tourist Visa extension. If the applicant is a minor, the CGAF shall be signed by the parent or the legal guardian;
- 2. Photocopy of applicant's passport bio-page, latest Philippine entry visa (for visa-required nationals), latest admission, and latest authorized stay;
- 3. Valid ACR I-Card, if applicable;
- 4. Certificate of Not The Same Person (NTSP), if applicable;
- 5. Sworn written explanation addressed to the Commissioner stating valid grounds and/or justifications with supporting documents:
  - 5.1 For extension of stay beyond twenty-four (24) months for visa-required nationals or thirty-six months (36) for non-visa required nationals (maximum allowable period);
  - 5.2 For extension of stay of foreigners who have overstayed for more than six (6) up to twelve (12) months regardless if their stay is within the maximum allowable period;
- 6. Any appropriate permit or Order relevant to extension (e.g. SSP, SWP, Downgrading, SEVUA, etc.); and
- 7. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059 who arrived in the Philippines on or after June 2014 and is applying for extension of authorized stay beyond fifty-nine (59) days or Long-Stay Visitor Visa extension, unless otherwise authorized by the Commissioner in meritorious cases.

**[To be filled out by Authorized BI Personnel Only]**

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
(Name of Applicant)  
\_\_\_\_\_ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

**Website:** www.immigration.gov.ph  
**E-mail:** xinfo@immigration.gov.ph  
**Facebook:** officialbureauofimmigration  
**Twitter:** immigrationPH