

NBI CLEARANCE

Published: 23 January 2018

For residents in Kenya, applicant should make a personal appearance at the Embassy to fill out the NBI Form No. 5 Fingerprint Card Form (available at the Consular Section).

For residents of countries where the Embassy has jurisdiction including Burundi, Comoros, Republic of Congo, Democratic Republic of Congo, Malawi, Rwanda, Seychelles, Somalia, South Sudan, Tanzania, and Uganda, applicant must submit by email a request for NBI Form No.5 and arrange for its collection.

Procedures:

1. Complete Fingerprint Card Form
2. Attach 2"x2" photograph with white background taken within the last 3 months prior to application
3. In case the applicant is a married woman, she should write her name as follows:
 - a. maiden surname (family or surname of father)
 - b. first name or given name
 - c. maternal surname (maiden surname of mother)
 - d. the applicant's husband's last or family name and first name (space for this purpose is provided in the card)
4. Applicant must proceed to the Philippine Embassy or the nearest police precinct for fingerprinting, which should be rolled impressions. The one who took the fingerprint impressions must sign on the form.
5. For residents outside Kenya, applicant must have the NBI Form No. 5 duly notarized and authenticated by the Ministry of Foreign Affairs and sent back to the Philippine Embassy by courier of choice for authentication so that the document can be considered legal for use in the Philippines. Applicant shall be responsible for making onward courier arrangement.
6. Acknowledgement/Authentication Fee is USD 25.00 payable to the Philippine Embassy.
7. Applicant may then submit the accomplished form with Acknowledgement/Authentication Certificate of the Philippine Embassy directly to the NBI or through applicant's authorized representative in the Philippines to file the application and collect the new clearance on applicant's behalf (authorization letter required).
8. Upon receipt of the clearance certificate, applicant is advised to examine it for the presence of the embossed NBI DRY SEAL at its lower left portion. Without it, the clearance is not valid.

Note: Applications may be sent directly to the NBI together with an International Money Order/Bankdraft in the amount of PhP 200.00 payable to: The Director, National Bureau of Investigation, Taft Avenue, Ermita 1000 Manila, Philippines. For information, please check the official website of the NBI: <http://www.nbi.gov.ph/faq.htm> or contact them by telephone: +632-523-82-31 local 5523 or email: edpd@nbi.gov.ph.

Consular Section
Philippine Embassy
P.O. Box 47941-00100,
State House Road,
Nairobi, Kenya
Telephone Number: (+254) 734.450.001
E-mail address: pe.nairobi@gmail.com; consular.nairobipe@gmail.com