

[MEMORANDUM ORDER NO. ADD-02-003, MARCH 4, 2002, March 04, 2002]

IMPLEMENTING GUIDELINES FOR FIVE-YEAR TEMPORARY RESIDENCE VISA (TRV) FOR INDIAN NATIONALS

Pursuant to Memorandum Order No. ADD-01-038 dated 18 September 2001 and the letter dated 29 August 2001 from the Charge d' Affaires of the Indian Embassy, the following Guidelines are hereby prescribed to implement the five (5)-year temporary residence visa (TRV) for Indian nationals.

1. An Indian national, who is married to a Philippine spouse, shall be granted a five (5)-year temporary residence visa upon submission of the following:

- a. A verified letter request from the petitioner (Filipino spouse);
- b. A notarized General Application Form duly accomplished, signed by both the petitioner and applicant;
- c. 2 x 2 ID picture to be attached in the General Application Form;
- d. True copies of the following:
 - 1. Passport of the applicant with valid entry and admission into the country and updated stay (for change of status) or TRV (for extensions);
 - 2. Alien Certificate of Registration (ACR); and
 - 3. Certificate of Residence.
- e. Clear photocopy of the Marriage Certificate duly authenticated by the National Census and Statistics Office (NCSO);
- f. Clear photocopy of the NCSO-authenticated Birth Certificate of the Philippine spouse;
- g. Clear photocopy of the NCSO-authenticated Birth Certificate of their child, if any;
- h. Joint Affidavit of the petitioner and the applicant stating that:
 - 1. They are legally capacitated to contract marriage;
 - 2. They are husband and wife and are living together; and
 - 3. They are financially capable of supporting each other.

Important: Supporting documents to prove financial capacity such as bank certification of JOINT bank account, income tax return, land titles, contract of employment, proof of salaries and pensions, certificate of registration of business name, business permit, etc. must be submitted.

- i. A verified Barangay Certificate of residence issued by their Barangay Chairman
- j. Certificate of Legal Capacity To Contract Marriage duly issued by the Indian Embassy;
- k. BI-NICA and NBI 'No Derogatory' Clearances;
- l. Medical Certificate from the Bureau of Quarantine that the Indian spouse is not afflicted with any contagious, dangerous and loathsome disease; and
- m. Official Receipt for the application fee in the amount of P7,550.00.

2. The application and their attachments shall be filed at the Receiving Section (Window 1) at the ground floor of the Main Building, Magallanes Drive, Intramuros, Manila.

Applications filed at sub-ports shall be immediately forwarded to the Office of the Commissioner for evaluation.

3. Each application shall be evaluated by the Office of the Commissioner or to whoever it may authorize in its behalf. Should a hearing be necessary, a notice of hearing shall be sent by registered mail to the given address of the applicant and petitioner; otherwise, the application shall be recommended to the Board of Commissioners for action. A hearing shall be conducted to determine the qualifications of the applicant. The failure to attend the scheduled hearing date, despite notice, shall cause for the summary dismissal of the petition. Likewise, the failure to complete all the documents as stated in No. 1 hereof shall be a reason for the summary dismissal of the application.

4. Within ten (10) working days from receipt of the application or from the hearing, the Office of the Commissioner or its duly designated representative shall submit its recommendation to the Board of Commissioners for action. A certified true copy of the BOC action shall be immediately sent by registered mail to the applicant concerned.

5. Upon approval, the applicant shall proceed to the Office of the Executive Director for visa implementation upon the payment of the following immigration fees:

TRV Change (5 years)

ACR & form fee

5,250.00

Change/status fee

3,000.00

ICR & form fee

7,250.00

Head Tax

1,250.00

Passport Visa fee

1,000.00

Implementation fee

5,000.00

Legal Research fee (LRF)

250.00

Express fee