

**[BI IMMIGRATION MEMORANDUM CIRCULAR NO.
SBM-2014-011, August 18, 2014]**

**RULES AND REGULATIONS IMPLEMENTING THE "ALIEN
REGISTRATION PROGRAM (ARP)"**

Adopted: 18 August 2014

Date Filed: 29 August 2014

The Alien Registration Program (ARP) is a Department of Justice (DOJ) – Bureau of Immigration (BI) initiative designed to register, map and enroll fingerprints of aliens. It aims to register 1.5% of the total alien population index.

To implement, the ARP module shall be integrated in the Bureau of Immigration Information System (BIIS) and deployed at all participating ports.

I. PRELIMINARY PROVISIONS

Section 1. *Policy Objectives.* – These Rules shall: (i) Set-up an ARP module capturing for the registration/fingerprint of aliens through biometric data; (ii) Install a BISS software solution with the ARP as a module; and (iii) Ensure full-system compliance and inter-operability with the National Justice Information System (NJIS).

Section 2. *Definition of Terms.* – As used in these Rules, unless the context indicates otherwise –

- a. "Alien" refers to any person who is not a citizen of the Philippines;
- b. "Applicant" refers to an alien who files an application;
- c. "Application" refers to the ARP application form and its supporting documents filed by an alien who avails of the Program;
- d. "BI Head" refers to Heads of BI district, field, one-stop-shop, extension and satellite offices;
- e. "Committee" refers to the ARP committee;
- f. "Application Form" refers to the ARP application form; and
- g. "Program" refers to Alien Registration Program (ARP).

II. PROCEDURE IN ARP REGISTRATION

Section 3. *Aliens Who Shall Register Under the Program.* – Unless otherwise provided by law, all aliens whether documented or undocumented, shall register under the ARP. **Section 4. ARP Application Form.** – The Application Form shall be the ARP Form 1.

Section 5. *Where to Get Application Form.* – Application forms are available at all BI offices and downloaded via www.immigration.gov.ph.

Section 6. *Supporting Documents.* – An application form shall be accompanied by any document evidencing identity of the applicant, e.g. Passport, ACR I-Card.

Section 7. *The Period for Filing Application.* – The application period shall be 1 October 2014 to 30 September 2015, unless otherwise provided by regulation.

Section 8. *Personal Appearance.* – Aliens availing themselves under this Rules shall personally-appear before any designated BI office, for interview and biometric-data capturing.

Section 9. *Primary Interview of Applicant.* All applicants shall be interviewed by the Registration Officer/ACO to verify entries in the application form. In case of visa-related problems, Section 15 applies.

Section 10. *Encoding of Applicant Information in the BIIS system.* – Complete and verified applications shall be encoded in the BIIS system by the Registration Officer.

Section 11. *Special Security Registration Number (SSRN).* – Aliens registered under the program shall be designated an encoded alphanumeric, non-transferable registration number in the issued ACR I-Card.

Section 12. *Biometrics Capturing and payment of fees.* – (i) Nonregistered applicants shall be required to undertake biometrics-capturing, after payment of \$50.00 ACR I-Card fee and P500.00 express lane fee; and (ii) Registered applicants with valid ACR I-Cards may request for biometrics capturing and issuance of new ACR I-Card with SSRN, upon payment of \$20.00 and P500.00 express lane fee.

Section 13. *Renewal/Reissuance of ACR I-Cards* – Registered applicants for renewal/reissuance of ACR I-Cards shall undergo the standard ACR I-Card processing by the Alien Registration Division (ARD), before issuance of new ACR I-Card with SSRN.

Section 14. *Issuance of ACR I-Card with SSRN.* – An ACR I-Card bearing an SSRN subject to varying restrictions (e.g. this card shall not be used for any private or government transaction) shall be printed after three (3) working days from date of filing of application.

Section 15. *Secondary Interview of Applicant.* – In case of visa-related problems, the ACO/BI Head shall conduct a secondary interview to provide assistance, recommend visa options and suggest remedy mechanism.

Section 16. *Remedial Mechanisms for Visa-Related Problems.* – The ACO/BI Head may recommend visa options and remedial mechanisms, such as waiver from prosecution for RA-562-related offenses during the period of the program or pendency of compliance and reduction on penalties and fees subject to existing rules and regulations.

III. DUTIES AND FUNCTIONS

Section 17. *The Committee on ARP.* – The Committee on ARP shall be composed of: (i) Chairman; (ii) Secretariat; and (iii) members from Information and Communications Technology Section (ICTS) and Intelligence Division (Intel).

Section 18. *Duties and Functions of the Chairman.* The ARP Chairman shall: (i) Implement/Revise/Modify/Amend Rules and Regulations on the conduct of ARP; (ii) Re-align the use/allocation of Biometric devices based on necessity, subject for the Commissioner's approval; (iii) Approve request for mobile biometrics capturing and