



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
MOSCOW, RUSSIAN FEDERATION

**ADVISORY NO. 17-19**

**20 March 2019**

**GUIDELINES IN APPLYING FOR NBI CLEARANCE RENEWAL  
FOR APPLICANTS ABROAD**

Reminder to all applicants for NBI clearance renewal:

**IF you have a previously issued NBI clearance dated 2014 onwards,** you may apply for NBI Clearance renewal directly to the NBI through an authorized representative in the Philippines. **You don't need to get an NBI Clearance application form (NBI Form No. 5) from the Embassy.**

Please remember to send the following documents to your authorized representative in the Philippines who will apply for NBI Clearance renewal on your behalf:

- 1) **Original NBI clearance certificate** (issued in the year 2014 or later)
- 2) 2x2 ID photo, white background, taken within three (3) months
- 3) Photocopy of the applicant's passport
- 4) PHP 130.00 pesos (for processing fee ONLY)
- 5) **Special Power of Attorney** authorizing a representative in the Philippines to apply for NBI clearance on your behalf (**must be acknowledged by the Philippine Embassy in Moscow**)

**PLEASE NOTE:** These guidelines apply **ONLY** to NBI Clearance renewal **applicants who don't have any changes made on their personal data** (such as single to married name).

If you are a new applicant or you don't have your old NBI Clearance certificate, you still need to get an NBI Form No. 5 personally from the Embassy.

  
**CARLOS D. SORRETA**  
Ambassador