



Bangko Sentral ng Pilipinas

**OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR**

CIRCULAR LETTER

**To : ALL BANKS AND NON-BANK FINANCIAL INSTITUTIONS
UNDER BSP SUPERVISION**

**Subject : BUREAU OF IMMIGRATION MEMORANDUM ORDER
NO. AFF-04-026 DATED 10 DECEMBER 2004 -
RESUMPTION IN THE IMPLEMENTATION OF THE
ACR I - CARD PROJECT**

As requested by Mr. Arthel B. Caronoñgan, Associate Commissioner and Chairman, ACR I - Card Project, we are furnishing you a copy of the Bureau of Immigration Memorandum Order No. AFF-04-026 (Resumption in the Implementation of the ACR I - Card Project) dated 10 December 2004 together with the copy of its Implementing Rules and Regulations (IRR). The ACR I - Card Project is part of the reforms in the immigration system of the Philippines as the country adjusts to the threats of international terrorism and transnational crimes.

For your information/guidance.


ALBERTO V. REYES
Deputy Governor

He Lannan, 2005

PANANALAPING MATATAG, BANSANG PANATAG

Republic of the Philippines
Department of Justice
BUREAU OF IMMIGRATION
Magallanes Drive, Intramuros
1002 Manila

MEMORANDUM ORDER NO. AFF-04-024

RESUMPTION IN THE IMPLEMENTATION OF
ACR I-CARD PROJECT

The Department of Justice (DOJ), in its Memoranda dated July 21, 2004 and November 17, 2004, has ruled that the Bureau's Memorandum Order No. AFF 04-006 dated April 1, 2004 deferring the implementation of the ACR I-Card Project 'suffers from legal infirmities and must accordingly be **RECALLED immediately**' and directed this Bureau to 'cause the full implementation of the Project without any further delay, pursuant to the terms of the ACR I-card BOT Agreement and the provisions of the BOT law and its IRR.'

On the substantive issue of reasonableness of the US\$50 fee and of whether it is an annual fee or a one-time fee, the DOJ has cited the certification of Secretary Romulo L. Neri of NEDA that based on pertinent records of ICC review and discussions on the project, the US\$50 fee is an annual fee and the certification of OIC-Executive Director Ofelia V. Bulaong of the BOT Center that the reasonableness of the imposed fee for ACR issuance and renewal has already been established in accordance with the law and guided by policy, economic and financial considerations.

In view thereof, the Memorandum Order No. AFF-04-006 dated April 1, 2004 deferring the implementation of the ACR I-Card Project is hereby **RECALLED** thereby giving way to its full implementation. The US\$50 card issuance/renewal fee remains effective.

Necessarily, the deadline stated in No. 11 of the Implementing Guidelines for the ACR I-Card Project (mandatory directive to change paper-based ACR to ACR I-Card) is extended to **March 31, 2005**. Failure to comply shall subject the registered alien to penalty as provided for in No. 12 (Penalty for Non-compliance).

For those who have been already issued their ACR I-Cards but were not able to use them due to the deferment of the Project, their ACR I-Cards shall continue to be effective until December 31, 2005 or the expiration of their visa, whichever comes first. Such ACR I-Card holders are hereby enjoined to report to the ACR I-Card Center for the necessary change in the validity period of their ACR I-Cards.

This Memorandum shall take effect immediately.

10 December 2004.


ALIPIO F. FERNANDEZ, JR.
Commissioner

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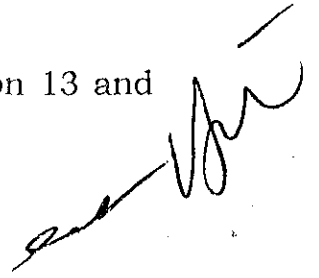
DOJ
NEDA
Office of the Chief of Pres'l Legal Counsel
BOT Center
Datatrail Corporation
PBAC ACR I-Card
ARD

Republic of the Philippines
Department of Justice
BUREAU OF IMMIGRATION
Intramuros, Manila

IMPLEMENTING GUIDELINES FOR THE ACR I-CARD PROJECT

For the information and guidance of all concerned, the following are the guidelines for the implementation of the ACR I-Card Project of the Bureau of Immigration under Build-Operate-Transfer (BOT) Agreement dated December 18, 2003:

1. Statement of policy – There is an imperative need to modernize and improve efficiency and security of its alien registration, identification and monitoring system in light of the increasing traffic in the country's numerous ports and increased threats of terrorists, transnational criminals and aliens with criminal records, through the implementation of an automated, accurate, fraud-proof and tamper-proof registration, identification and monitoring of registered aliens in the country
2. Coverage – All registered aliens, including their dependents, who have been duly issued paper-based Alien Certificates of Registration (ACRs) and all other aliens who are required to register under the Alien Registration Act.
3. Definition of terms
 - a. Agreement – refers to the BOT Agreement dated December 18, 2003 including its relevant annexes and such amendments as may be executed thereafter in accordance thereunder.
 - b. Registered alien – refers to a person who is neither a national or citizen of the Republic of the Philippines who was validly granted a visa and correspondingly issued an Alien Certificate of Registration.
 - c. Alien Certificate of Registration (ACR) – is an accountable form issued to the following:
 1. Native-born
 2. Permanent resident under Section 13 and its sub-sections

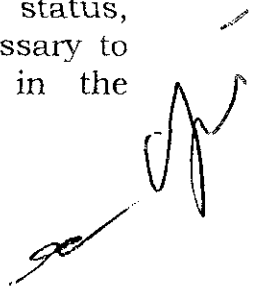


3. Temporary visitor -- one who is coming for business or pleasure or for reasons of health if his stay exceeds six (6) months
4. Treaty trader under Section 9(d)
5. Temporary student under Section 9(f)
6. Pre-arranged employee under Section 9(g) and other special laws
7. Special resident investor under EO 226 and EO 63
8. Such other aliens as may be required by law to register.
9. For those who are required to register but exempted from immigration fees, they may opt to avail of the ACR I-Card subject to payment of the card fee.

d. ACR Identity Card or ACR I-Card -- it is a microchip-based credit card-sized identification card issued to registered alien replacing the paper-based ACR issued to him/her. It has an embedded computer chip with biometric security features capable of data management and can be updated electronically. It is fraud and tamper-proof/resistant with the following data:

1. Personal information such as name, age, date of birth, place of birth address, etc
2. Photograph
3. Date and status of admission
4. Visa type granted
5. Biometric information (2 digitalized fingerprint templates)
6. Signature
7. ACR and ICR/CRTV/CRTT/CRTS and CRPE Numbers
8. Travel details
9. Payment of immigration fee details
10. Emigration Clearance Certificate/Special Return Certificate/Re-entry Permit

e. Alien Registration -- the process of accurately recording the entry, admission, personal circumstances, residence, exit and death of non-citizens in the Philippines. It involves the documentation of all aliens, whether admitted under nonimmigrant or immigrant status, through the issuance of such forms as are necessary to precisely chronicle their stay and activities in the Philippines.



4. ACR I-Card Committee – For purposes of implementing the ACR I-Card Project, a Committee shall be created to check on the validity of the immigration status of and genuineness of the ACR submitted by the applicant as well as to verify all the data entered therein. Upon its verification, it shall endorse the issuance of ACR I-Card.

The ACR I-Card Committee shall be composed of five (5) members, namely:

- a. Associate Commissioner in charge of IT projects or its duly designated representative as Chair
- b. Chief of the Alien Registration Division (ARD) as Vice Chair
- c. Two (2) ARD personnel to be designated by the Chief, ARD and one (1) from the Office of the Executive Director to be designated by the Executive Director.

The Chief, ARD and the Executive Director are hereby directed to name their nominees to the Committee within forty-eight (48) hours from receipt a copy hereof.

5. Place of application – Applications for issuance of ACR I-Card shall be made at the Main Office, Bureau of Immigration, Intramuros, Manila.

Registered aliens residing outside Metro Manila shall have the option of applying for ACR I-Card at the district port nearest to them when the system has already been set up in such district port. In the meantime, all applications shall be made in Manila.

6. Procedure for the issuance of ACR I-Card

- a. Applicant shall fill up and submit ACR I-Card application form at Window 1 of the ACR I-Card Area. To be attached in the application form are the following:
 1. Original copies of the ACR and ICR/CRTV/CRTT/CRTS/CRPE and
 2. Order granting his/her visa if he/she still has a copy
- b. Applicant shall then proceed to the designated counter of the Alien Registration Division (ARD) and secure an Order of Payment Slip (OPS)



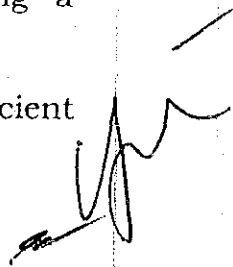
- c. The applicant shall proceed to the designated Cashier and pay the card fee of US\$50.00 or its peso equivalent as posted in the major daily broadsheets at the time of payment. In paying, the applicant shall present to said Cashier a duly issued Order of Payment Slip (OPS).
- d. Upon payment, the applicant shall proceed to Windows 1.2 and 1.6 for data capturing (picture, fingerprint and signature).
- e. The application and the submitted documents shall be forwarded to the ACR I-Card Committee, thru the ARD, for verification.
- f. If the application is verified appropriate by the Committee, it shall endorse the issuance of an ACR I-Card, otherwise, the Committee shall make the appropriate action against the applicant.
- g. On a date specified in the claim stub, applicant shall be issued his ACR I-Card at the ARD.

7. Fee – The ACR I-Card costs US\$50.00 or its Philippine Peso equivalent as posted in the major daily broadsheets at the time of payment.

8. Renewal of ACR I-Card – Renewal of the ACR I-Card shall be done yearly simultaneous with the payment of the annual report fee.

9. Benefits derived from the ACR I-Card – ACR I-Card holders shall have the following benefits:

1. They are provided *special* immigration booths at the ports of entry and exits without going through the regular immigration control lines with an estimated time of 10 seconds only for their entry and exit.
2. They are assured that they holding a genuinely issued ACR
3. They receive faster and more efficient service

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4. More convenient with the tamper and fraud-proof/resistant credit card-sized ACR I-card. No more paper-based ACR and ICR/CRTV/CRTT/CRTS/CRPE, ECC, SRC and Re-entry permit.

10. Special Arrangement - The ACR I-Card Committee may, if circumstances warrant, authorize that the data capturing (picture taking, fingerprinting and signing) be done at the residence of the applicant in view of his/her physical incapacity.

11. Mandatory compliance - All registered aliens are enjoined to apply for and change their paper-based ACR to a tamper and fraud-proof ACR I-Card with biometric security features. They have until **June 30, 2004** within which to change their paper-based ACRs.

12. Penalty for non-compliance - Any registered alien who fails to comply with the provisions of Section 5 hereof within the period of time specified therein shall be subject to an administrative fine of FIVE HUNDRED PESOS (P500.00) for every month or fraction thereof of delay, the total sum of which shall in no case exceed TWO THOUSAND PESOS (P2,000.00). After December 31, 2004, any registered alien found in possession of a paper-based ACR shall be deemed not properly documented and may be proceeded against under pertinent provisions of the Immigration Act of 1940 or Alien Registration Act of 1950, both as amended.

13. Dissemination - All heads of Immigration districts and Alien Registration and Control Officers shall give this Implementing Guidelines the widest publicity possible in their respective territorial jurisdiction.

14. Publication - Such implementing guidelines shall be published in a newspaper of general circulation and shall take effect after fifteen (15) days from the date of publication.

Manila, 24 February 2004.


ALIPIO F. FERNANDEZ, JR.
Commissioner

Cc: UP Law Center