

AMENDING MEMORANDUM ORDER NO. 13-32 PROCEDURE AND GUIDELINES IN THE ISSUANCE OF ALIEN CERTIFICATE OF REGISTRATION (ACR) TO NATIVE-BORN INDONESIAN NATIONALS IN SOUTHERN PHILIPPIN...

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/a64d66fe99c5/>

For the effective enforcement of immigration and alien registration laws, the following procedure and guidelines are hereby prescribed for compliance by all concerned, to take effect immediately.

A. Native-Born Indonesian Nationals Applying for Alien Certificate of Registration (ACR)

1. Documentary requirements:

- a. Duly accomplished Application Form (AF Form No. 1)
- b. Birth Certificate or Late Registration (Authenticated by NCSO) or in the absence thereof, any proof of birth in the Philippines i.e. Baptismal Certificate; School Transcript; Marriage Contract, (alternate proof of birth in the Philippines must be authenticated by the Local Executive of the Municipality/City of Birth) or;
- c. An Indonesian national may submit a Joint Affidavit of two (2) persons who could attest to the fact of birth certified by the local government head where he is presently residing or where he/she was born (Barangay/Municipality/City) or he/she may submit an Affidavit of the Barangay Captain where he/she was born to the fact of his/her birth.
- d. Official Indonesian Identity Card (Issued by the Indonesian Consulate General in Davao City)
- e. Six (6) 2" x 2" latest color photographs (shall have been taken within 6 months prior to the application)

2. No certificate of registration shall be issued unless a corresponding application therefore shall have been properly filled out and filed. The application shall be in duplicate, accomplished in the official form of the Bureau, made under oath, and shall be accompanied by six (6) 2" x 2" size photos of the applicant. Applications for the issuance of ACR shall be filed with the General Santos Immigration District Office.

3. Upon filing, the application (AR Form No.) shall be checked by the Alien Registration and Control Officer if properly and completely accomplished, otherwise it shall be returned to the applicant. If found in order, the date and time of receipts shall be indicated on the copies and initiated by the receiving clerk, and at the same time the application shall be assigned a consecutive Control Number.

4. The Commissioner of Immigration or any official duly authorized by him to act in his behalf shall investigate all applications and no ACR shall be prepared or caused to be prepared for signature and issuance unless a thorough and complete investigation of the application has been made and the applicants found to be lawfully entitled to the issuance of such certificate.

5. ACR FEE

Every alien to be registered, those of fourteen years of age and above, shall pay FOUR HUNDRED TEN PESOS (Ph410.00) as registration fee.

For Alien less than fourteen years of age, the amount of TWO HUNDRED TEN PESOS (Ph210.00) shall be collected as registration fee or "ACert" Fee.

Renewal of ACR, regardless of age, shall be in the amount of ONE HUNDRED FIFTY PESOS (Ph150.00) and should be paid directly at the General Santos City District Office of the Bureau of Immigration.

6. After completion of the requirements, an Order of Payment Slip (OPS) shall, after receipt of the application, be given to the applicant with the instruction to pay the required ACR form fee in the amount of Ph 410.00 or Ph 210.00 as the case maybe. After payment, the fingerprints of the foreign national shall be taken on the prescribed forms. Spaces on all the forms requiring the foreign national's signature shall be signed as prescribed.

7. The duplicate copy of the application shall be returned to the foreign national, with a written notice advising applicant of the date to claim his/her ACR.

8. If the documents submitted by the foreign national are found in order, or the Commissioner after evaluation or investigation directs the issuance of the "E" series ACR, the ACR shall be properly and completely filled out and issued to the foreign national applying therefore.

9. After AR Form No. 3 currently used as ACR, shall continue to be used. This form should always be typewritten and should never be made out in long hand. However, to distinguish the regular ACR holders from the native-born Indonesians applying under this Memorandum Order, the phrase "ILLEGAL ENTRANT" shall be typewritten on the face of the ACR.

10. After the official routines have been completed and the ACR has been issued, the following accomplished document shall be forwarded to the Central Office (Record Section);

- a. AR Form 1 (original copy)
- b. AR Form 2 (alien Fingerprint Card);
- c. AR Form 3 "E" series (Central Records File Copy)
- d. AR Form 6 (Master Card of Registered Alien);
- e. All other documents on file in connection with or relevant to the application.

Retained and kept on file in the Immigration District Office shall be the following;

- a. AR Form 1 (duplicate copy)
- b. AR Form 2 (2nd copy)
- c. AR Form 3 (duplicate copy)
- d. AR Form 6 (2nd copy)
- e. Photocopy of ACR and
- f. Other relevant documents

11. In case the application for the issuance of ACR is recommended for denial, the Immigration official, duly authorized to investigate the application, shall without delay, immediately after the investigation, make his recommendation and forward all the papers to the Commissioner of Immigration, for final decision. In case the

application is finally disapproved, the applicant or his counsel shall be notified accordingly.

12. Any ACR obtained by fraud or misrepresentation, or issued erroneously, shall be ordered surrendered and called, without prejudice to the appropriate criminal or administration action against the alien or party concerned.

13. Upon the death of an alien to whom an ACR has been issued, the parents, relatives, or any person in charge of the burial of the deceased, shall be required to surrender the ACR of such deceased alien. The Certificate surrendered shall be cancelled by writing on the face thereof the words "CANCELLED" Died on _____ at _____."

14. Every alien registered under this Memorandum Order shall, within the first sixty days of every calendar year, report in person to the General Santos City District Office of the Bureau of Immigration to make his annual report. The annual report fee shall be collected from every alien reporting regardless of age, payment of which shall be evidenced by an official receipt to be issued to every alien paying such fee. No official receipt shall be issued to cover payment of annual report fee of more than one person.

If the alien registered is less than fourteen (14) years of age, his parent or guardian shall have the duty of reporting for such alien and paying the annual report fee: Provided, that whenever, such alien attains his 14th birthday in the Philippines, he shall within fifteen (15) days from his 14th birthday apply in person for registration and fingerprinting, paying the registration fee and thereafter make his own annual report once a year within the same period of sixty (60) days.

Documents to be presented during Annual Report:

- a. Alien Certificate of Registration (ACR)
- b. Accomplished form for annual report (AR Form No. 5) in Duplicate; and
- c. Official receipt covering payment of annual report fee.

B. Native-Born Indonesian nationals applying for Duplicate-Original Alien Certificate of Registration (ACR)

1. Documentary requirements:

- a. Letter-request addressed to the Commissioner
- b. Affidavit of Loss
- c. Police Report
- d. Affidavit of two (2) disinterested persons, of legal age
- e. Photocopy of loss document (if available)
- f. Affidavit of Publication

2. In case of destruction or loss of the original ACR, the applicant may file an application with the Bureau of Immigration for the issuance of duplicate-original by presenting the corresponding petition to that effect supported by sworn statement of two witnesses of legal age, citing the full facts and the date of said loss or destruction.

3. Duplicate Original Fee

The amount of FOUR HUNDRED TEN PESOS (PH 410.00) shall be charged for the Duplicate Original of Alien Certificate of Registration.

These Rules and Regulations shall take effect upon approval. They shall not, however, be interpreted as validating

any erroneous issuance of Alien Certificate of Registration made prior to this date of effectivity, and all practices and procedures inconsistent herewith and hitherto observed shall be discontinued.

Adopted: 04 Jan. 2005

(SGD.) ALIPIO F. FERNANDEZ

Commissioner

Bureau of Immigration

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.