



**BI FORM 2014-01-004 Rev 1**  
**PETITION FOR RETENTION/RE-ACQUISITION OF**  
**PHILIPPINE CITIZENSHIP UNDER R.A. 9225**

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**G E N E R A L I N S T R U C T I O N S**

**To avoid summary dismissal/delay in the processing of your application/petition,  
 please be advised of the following:**

1. The application form is written in English language. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. The Bureau will not act on application forms that are incomplete and incorrectly accomplished. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only. Letters like ñ, é, ü and ç are not recognized by the system. For instance, please enter names like "Muñoz" and "Sémonin" as "Munoz" and "Semonin" respectively.
2. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application or petition shall not be accepted.
3. All sworn statements or affidavits must be original, signed and duly notarized.
4. **If there are discrepancies in the entries of the documents for submission, particularly the names (please see requirement no. 9 below) and date of birth, petitioner is advised to execute an Affidavit of One and the Same Person and/or Affidavit of Explanation, whichever is applicable, with supporting documents, to avoid delay in the processing of this petition.**
5. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines with English translation if written in other foreign language.
6. If your surname is "foreign sounding", you are advised to submit your original LCR/NSO birth certificate as requirement No. 5 below.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
8. All original documents submitted as part of the petition will not be returned to the petitioner and will be part of the Bureau's record.
9. Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.
10. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR PETITION FOR**  
**RETENTION/RE-ACQUISITION OF PHILIPPINE CITIZENSHIP UNDER R.A. 9225**  
*(Former natural-born Philippine citizens who acquired foreign citizenship by naturalization)*

**Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.**

- 1. Accomplished, verified petition/application form (BI Form 2014-01-005 Rev 1);
- 2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three months from the date of application;
- 3. Two (2) original copies of Oath of Allegiance to be taken before an authorized Bureau of Immigration (BI) Legal Officer;
- 4. If the Oath of Allegiance cannot be taken before an authorized BI Legal Officer, submit the following:
  - a. Two (2) original copies of Oath of Allegiance taken before any person duly authorized to administer oath; **AND**
  - b. Affidavit of justification/explanation stating the reason why the Oath of Allegiance was not taken before the said BI Legal Officer;
- 5. **ORIGINAL COPY** of proof as natural-born Philippine citizen (e.g. Philippine Birth Certificate, cancelled Philippine passport (to be placed in an envelope), Voter's Identification Card, Philippine Marriage Certificate indicating the Philippine citizenship of the petitioner) or any other Philippine-issued official document proving natural-born Philippine citizenship;
- 6. Original and photocopy of valid foreign passport;
- 7. Photocopy of Certificate of Naturalization or other naturalization documents, with English translation if written in other foreign language, or affidavit stating how and when foreign citizenship was acquired;
- 8. For BI-Registered Aliens: *(submit Affidavit of Loss if (a) and/or (b) are lost)*
  - a. Original ACR I-Card or Alien Certificate of Registration; and
  - b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residence for Temporary Visitor (CRTV).
- 9. In case of variance between the applicant's name as appearing in his/her Birth Certificate or other documents to prove his/her being a former natural-born Philippine citizen and his/her name in the foreign passport's machine readable zone (MRZ) or biographical page or Certificate of Naturalization or Citizenship or any document proving foreign citizenship, submit the following:
  - a. **Affidavit of One and the Same Person** executed by the applicant **acknowledging all obligations, responsibilities and liabilities under all names AND an explanation on the discrepancies**, and
  - b. Substantial proof on how the applicant acquired the varied name/s, such as but not limited to:
    - i. Marriage Certificate;
    - ii. Annotation in the passport or Birth Certificate of the varied name;
    - iii. Judicial Decree of Change of Name, Adoption, Annulment or Declaration of Nullity of Marriage, and Divorce or equivalent document;
    - iv. Annotation in the Certificate of Naturalization or Citizenship of the varied name; or
    - v. Philippine issued official document indicating the varying name/s.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR EACH DEPENDENT CHILD**

- 1. Accomplished Supplement for Dependent Form (BI Form 2014-01-006 Rev 1);
- 2. Two (2) pieces 2x2 photograph with white background and must be taken within the last three months from the date of application;
- 3. Photocopy of Birth Certificate of Dependent Child;
- 4. Photocopy of valid foreign passport bio-page of Dependent Child; and
- 5. For Dependent Child who are BI-Registered Aliens: *(submit Affidavit of Loss executed by Principal if (a) and/or (b) are lost)*
  - a. Original ACR I-Card or Alien Certificate of Registration; and
  - b. Original Immigrant Certificate of Residence (ICR) or Certificate of Residence for Temporary Visitor (CRTV).

**[To be filled out by Authorized BI Personnel Only]**

**CERTIFICATION**

This is to certify that the documents submitted in support of the application/petition of \_\_\_\_\_ are complete and in accordance with the provided checklist. (Name of Applicant)

Central Receiving Unit Evaluator:

Signature over Printed Name

Date