



**GENERAL INSTRUCTIONS**

To avoid denial/delay in the processing of your application,  
please be advised of the following:

1. 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 shall not be accepted.
2. All sworn statements or affidavits must be original and duly notarized.
3. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
4. 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.
5. 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.
6. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
7. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR  
WAIVER OF EXCLUSION GROUND (WEG)**

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

- 1. Letter request addressed to the Commissioner from the parent or the legal guardian;
- 2. Affidavit of Consent of either of the parents of the subject minor (below 15 years of age);
- 3. Photocopy of subject minor's passport bio-page;
- 4. Photocopy of the parent/s' or legal guardian's passport bio-page; and
- 5. Photocopy of the official receipt of payment for the WEG fee.

[To be filled out by Authorized BI Personnel Only]

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

Website: www.immigration.gov.ph  
E-mail: xinfo@immigration.gov.ph  
Facebook: officialbureauofimmigration  
Twitter: immigrationPH

**APPLICATION FOR WAIVER OF EXCLUSION GROUND (W.E.G.)  
FOR-UNACCOMPANIED MINORS**  
(PURSUANT TO BI MEMORANDUM ORDER DATED TO JANUARY 2000)

The HONORABLE COMMISSIONER  
Bureau of Immigration

Attn: THE HEAD SUPERVISOR, BI-NAIA  
Ninoy Aquino International Airport  
Pasay City, Metro Manila

SIR:

I have the honor to apply for WAIVER OF EXCLUSION GROUND in favor of:

Name of Minor: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date/Place of Birth: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Date/Place of Issue: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Flight No.: \_\_\_\_\_ From: \_\_\_\_\_

That above minor will reside with \_\_\_\_\_

at \_\_\_\_\_ during his/her stay in the Philippines.

Attached herewith are:

- |  |  |
|--|--|
| <input type="checkbox"/> Original copy of Affidavit of Parental Consent (Duly Notarized) | <input type="checkbox"/> Photocopy of passport of accompanying adult (Data page) |
| <input type="checkbox"/> Photocopy of Return Ticket                                      | <input type="checkbox"/> Photocopy of minor's passport (Data page)               |

Hoping for your kind consideration.

Very Truly Yours,

CONFORME:

\_\_\_\_\_  
Signature over printed Name

\_\_\_\_\_  
Signature over printed Name

----- DO NOT WRITE BELOW THIS LINE (for Immigration use only) -----

Recommendation:

- Approval  
 Disapproval

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Immigration Supervisor on Duty

- Approved  
 Subject to payment of Immigration Fees

Disapproved  
Remarks: \_\_\_\_\_

By Authority of the COMMISSIONER:

DANILO C. ALMEDA  
Head Supervisor

W.E.G File No.: \_\_\_\_\_

Official Receipt No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_