



PROCESSING OF NON-IMMIGRANT VISA APPLICATION UNDER SECTION (47) (A) (2) OF THE PHILIPPINE IMMIGRATION ACT OF 1940, as amended

An Indorsement to the Commissioner, Bureau of Immigration (BI) issued upon request of an individual/ appropriate government agency for purposes of issuance, renewal/extension, implementation/ revalidation, and/or cancellation of special non-immigrant visa/s under Section 47 (a) (2) of the Philippine Immigration Act of 1940, as amended.

Office or Division:	Office of the Chief State Counsel – Legal Staff
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C), Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copy(ies)	Where to Secure
1. Request Form	1	DOJ Website/Frontline
2. Official Receipt	1	Cashier Section
3. Additional supporting documents (case to case basis)		

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter-request, notarized application, and supporting documents to DOJ Frontline for verification and issuance of Order of Payment	Receives letter-request and supporting documents for verification and issuance of order of payment	None	20 minutes	Support Staff
2. Pays required fees at the DOJ Cashier Section	Receives payment and issues official receipt	P2,525.00	5 minutes	Collection Officer



3. Present Official Receipt to DOJ Frontline	Issues claim stub/reference no. and client feedback form	None	15 minutes	Support Staff/ Chief State Counsel
	Forwards the application to the Office of the Assistant Chief State Counsel (ACSC) for assigning to Action Lawyer	None	5 minutes	Support Staff/ Action Lawyer
	Processing of action document ((signed action documents are forwarded to DOJ Records Section) for release to appropriate government agency)		5 working days	CSC/ Support Staff/ Liaison Officer
TOTAL:			6 days	

Note: A longer period not exceeding seven (7) days shall be allowed in exceptional circumstances such as availability of signatory(ies) and submission of additional documents.