



**VISA PROCESSING OFFICE
REGULATORY GROUP**

Subic Bay Metropolitan Authority
(6347) 252-4257/ Fax: (6347) 252-4203

VAO-QF-VISA-05
Revision No: 01
Effectivity Date: 06-07-2012

2 X 2 Colored picture
w/ Name (not more
than 6 months
old)

VISA EXEMPT APPLICATION

PERSONAL APPLICATION

NAME: _____ AGE: _____ SEX: _____
(as written in your passport)

NATIONALITY: _____ BIRTHDATE: _____ CIVIL STATUS: _____

PERMANENT ADDRESS: _____

PASSPORT NO: _____ PLACE OF ISSUE: _____

DATE OF ISSUE: _____ EXPIRATION DATE: _____

NAME OF SPOUSE: _____

NAME OF EMPLOYER/SBF REGISTERED ENTERPRISE: _____

LOCATORS/EMPLOYERS ADDRESS: _____

POSITION: _____ TELEPHONE NO: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

REQUIREMENTS/CHECKLIST:

- _____ 1. Letter request for visa exemption from the SBF registered enterprise;
- _____ 2. One (1) 2" x 2" colored picture;
- _____ 3. Copy of passport with updated visa;
- _____ 4. Biometric Alien Certificate of Registration (ACR);
- _____ 5. Employment contract; (notarized)
- _____ 6. Copy of SBF Certificate of Registration and Certificate of Tax Exemption;
- _____ 7. Processing fee of \$5.00.

NOTE: Bring original documents for evaluation purposes