



**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**