

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASSADE I REPUBLIKKEN FILIPPINERNE  
COPENHAGEN, DENMARK**

**NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE**

Applicants for NBI Clearance who are living in Denmark, Faroe Islands, and Greenland (Filipino or foreign nationals) may secure the NBI Clearance Application (NBI Fingerprint Card Form No. 5) and have their fingerprint impressions taken at the nearest Philippine Embassy or Consulate General.

Applicants who were previously issued **NBI Clearance Certificates from 2014 to present** may now renew their NBI Clearance Certificate without the need of accomplishing a new NBI Fingerprint Card, provided that there is no change in the applicant's personal information as indicated in his/her latest NBI Clearance Certificate.

**Checklist of Core Requirements for New/First time applicants/Applicants with name change:**

- Confirmed online appointment
- Personal appearance of applicant
- Duly accomplished NBI Fingerprint Card Form No. 5. Please obtain the NBI form from the processing officer
- Original and photocopy of passport data and signature page of the applicant (pages 2-3 only)
- Two (2) passport-sized photos, with white background
- For those authorizing a representative to apply for NBI clearance, book a separate appointment for Special Power of Attorney (SPA) and upload the required documents
- For those with change in surname -
  - Latest NBI Clearance Certificate
  - Proof of change of name, such as Birth Certificate or Marriage Certificate
- Service and expedite fees for the following services applicable to you:
  - NBI Clearance form certification of DKK 280.00
  - Acknowledgment of the SPA of DKK 280.00

*If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.*

**Application Procedure for NBI Clearance at the Embassy**

**STEP 1.** Applicant's name will be called during their appointed time.

**STEP 2.** Applicant submits original and photocopies of required IDs, SPA (if any) and is provided a NBI Fingerprint Card Form No. 5.

**STEP 3.** Applicant submits a duly accomplished card, presents confirmation of his/her payment, and is assisted by a processing officer taking the applicant's fingerprint impressions.

**STEP 4.** Applicant checks the information on the issued Acknowledgment for the SPA, receives the NBI card, SPA (if any) and receipt.

**There are two (2) ways to submit the NBI Clearance application:**

1. The applicant sends the NBI Fingerprint Card, copies of valid identification documents, and the processing fee of Php 200.00 or its U.S. dollar equivalent directly to following address:

*National Bureau of Investigation  
**Mailed Clearance Section**  
3rd Floor, NBI Clearance Building  
UN Avenue, 1000 Ermita,  
Manila, Philippines*

2. The applicant sends the NBI Fingerprint Card, copies of valid identification documents, and SPA as well as the payment for the processing fee to his/her representative. Before proceeding to the NBI Mailed Clearance Section, the representative must register online at <https://clearance.nbi.gov.ph/>. The representative is required to sign-up and sign-in to apply for clearance, select NBI Main Clearance Center as the preferred NBI Site, and select a payment channel to complete the transaction. A Reference Number will appear in the computer screen. The representative should copy the Reference Number, which will serve as the NBI's code in the retrieval of applicant's data and status of application, at the upper portion of the Fingerprint Card. The Reference Number will also be presented during payment. After payment, the representative may already proceed to the NBI Mailed Clearance Section.

**To Renew NBI Clearance Certificates issued from 2014 and onwards with no name change:**

1. No need to apply at the Embassy for the NBI Clearance Card.
2. Submit to the NBI your latest Clearance Certificate (issued from 2014 onwards) together with the amount of Php 200.00, a 2 in. x 2 in. photograph with white background (taken within the last 3

months prior to the application), and a photocopy of your valid passport data page (pages 2-3 only).

3. If the above documents will be submitted by a representative, a SPA is also required.

**Please note the following regarding the procedure of NBI Main Office:**

- The NBI Processing fee corresponds to the Clearance fee (Php 130.00) and mailing cost (Php 70.00).
- Processing of the application will take a maximum of five (5) days upon receipt of documents. The NBI will send the Clearance Certificate to the applicant's address by air mail.
- Upon receipt of the new NBI Clearance Certificate, examine it for the presence of embossed NBI dry-seal. Applicant should affix his/her right thumb print on the space provided for in the Clearance Certificate before submitting the same to the end-user.
- Should you have further questions regarding the direct mailing of applications to NBI, you may email the NBI Mailed Clearance Section at [mailedclearance@nbi.gov.ph](mailto:mailedclearance@nbi.gov.ph) or call them at +63 2 85238231 local 5465.

***Note: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.***