

12. Administrative Naturalization

The OSG chairs a Committee that may grant Filipino citizenship to aliens. Towards this end, aliens born and residing in the Philippines may be granted Philippine citizenship by administrative proceedings subject to certain requirements dictated by national security and interest.¹

Office or Division:	Special Committee on Naturalization, Special Committee on Naturalization Secretariat, Special Committee on Naturalization Technical Working Group
Classification:	Highly Technical
Type of Transaction:	Government to Citizens

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

Who may avail:

Aliens applying for Filipino citizenship. An alien must possess the following qualifications:

1. Applicant must be born in the Philippines;
2. Residing in the Philippines since birth;
3. Must not be less than eighteen (18) years of age, at the time of filing of his/her petition;
4. Must be of good moral character;
5. Believes in the underlying principles of the Constitution;
6. Must have conducted himself/herself in a proper and irreproachable manner during his/her entire period of residence in the Philippines in his relation with the duly constituted government as well as with the community in which he/she is living;
7. Must have received his/her primary and secondary education in any public or private educational institution duly recognized by the Department of Education, Culture and Sports (DECS) or Department of Education (DepEd), where Philippine history, government and civics are taught and prescribed as part of the school curriculum and where enrollment is not limited to any race or nationality.
8. If the applicant has minor children, he/she must have enrolled them in similar schools;
9. Must have a known trade, business, profession or lawful occupation, from which he/she derives income sufficient for his/her support and if he/she is married and/or has dependents, also that of his/her family. This shall not apply to applicants who are college degree holders but are unable to practice their profession because they are disqualified to do so by reason of their citizenship;
10. Must be able to read, write and speak Filipino or any of the dialects of the Philippines; and
11. Must have mingled with the Filipino and evince desire to learn and embrace the customs, traditions and ideals of the Filipino people.

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For Original Petition

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| 1. Authenticated Copy of Birth certificate of the Petitioner; (One Original and Five Photocopies) | 1. Philippine Statistics Authority |
| 2. Certified True Copy of petitioner's alien certificate of registration (ACR); (One Original and Five Photocopies) | 2. Bureau of Immigration |
| 3. Certified True Copy of petitioner's native-born certificate of residence (NBCR); (One Original and Five Photocopies) | 1. Bureau of Immigration |
| 4. Authenticated Copy of petitioner's marriage certificate, if married; (One Original and Five Photocopies) | 4. Philippine Statistics Authority |
| 5. Authenticated Death certificate of his/her spouse, if widowed; (One Original and Five Photocopies) | 5. Philippine Statistics Authority |
| 6. Certified True Copy of Court decree annulling his/her marriage or granting legal separation, if such was the fact; (One original and five photocopies) | 6. Court |
| 7. Authenticated Birth certificate of petitioner's minor children; (One original and five photocopies) | 7. Philippine Statistics Authority |
| 8. Certified True Copy of ACRs of petitioner's minor children; (One original and five photocopies) | 8. Bureau of Immigration |
| 9. Certified true copy of NBCRs of petitioner's minor children; (One original and five photocopies) | 9. Bureau of Immigration |
| 10. Duly notarized Affidavits of financial capacity by the petitioner, duly supported by the bank certifications, passbooks, stock certificates, or proof of ownership of other properties; (One original and five photocopies) | 10. Availing Party; Bank Certifications from Banks, Stock Certificates from Corporations |
| 11. Duly notarized Affidavits of at least two (2) credible witnesses who must be Filipino citizens of good reputation in petitioner's place of residence; (One original and five photocopies) | 11. Availing Party |
| 12. Medical certificate from a government hospital stating that petitioner is not suffering from mental alienation or a user | 12. Government Hospitals |

of prohibited drugs or otherwise a drug dependent and that he/she is not afflicted with acquired immune deficiency syndrome (AIDS), or any incurable contagious disease. Please refer to the list of accredited government hospitals; (One original and five photocopies)

13. Certified true copy with school seal of diploma and transcript of records of the petitioner from school/s he or she attended in the Philippines; (One original and five photocopies)

14. Certified true copy with school seal of diploma, transcript of records, certifications (from the school) stating that petitioner's minor children are enrolled in public schools or private educational institutions duly recognized by the DECS/DepEd, where Philippines history, government and civics are taught and prescribed as part of the school curriculum and where enrollments not limited to any race or nationality; (One original and five photocopies)

15. Petitioner's income tax returns for the past three (3) years; (One original and five photocopies)

16. Petitioner's receipts of payment of income tax for the past three years. (One original and five photocopies)

13. Institution recognized by DECS/DepEd

14. Institution recognized by DECS/DepEd

15. Bureau of Internal Revenue

16. Bureau of Internal Revenue

For Derivative Petition (Wife)

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| 1. Authenticated copy of Birth Certificate; (One original and five photocopies) | 1. Philippine Statistics Authority |
| 2. Authenticated copy of Marriage contract; (One original and five photocopies) | 2. Philippine Statistics Authority |
| 3. Certificate true copy of Latest alien certificate of registration (ACR); (One original and five photocopies) | 3. Bureau of Immigration |
| 4. Certificate true copy of Latest native-born certificate of residence (NBCR); (One original and five photocopies) | 4. Bureau of Immigration |
| 5. Immigrant certificate of residence (ICR); (One original and five photocopies) | 5. Bureau of Immigration |
| 6. Latest Passport; (One original and five photocopies) | 6. Department of Foreign Affairs |
| 7. Clearances from the following:
- National Bureau of Investigation -
Regional Trial Court in the place of residence -
Police in the place of residence -
Provincial or City Prosecutor in the place of residence; (One original and five photocopies) | 7. National Bureau of Immigration/
Regional Trial Court/
Philippine National Police/
Provincial or City Prosecutor |
| 8. Medical certificate issued by a government physician (One original and five photocopies) | 8. Government Hospital |
| 9. Authenticated copy of Birth certificate/s of applicant's minor children; (One original and five photocopies) | 9. Philippine Statistics Authority |
| 10. Other relevant documents that the applicant may desire to attach to her petition in support of the same like Special Investor's Resident Visa Certificate, Proof of Affiliations and pictures, Community Tax Certificate and Naturalization Documents of Relatives (One original and five photocopies) | 10. Bureau of Immigration/
Local City Hall |

<p>For Derivative Petition (Children)</p> <ol style="list-style-type: none"> 1. Authenticated copy of Birth Certificate; (One original and five photocopies) 2. Certificate true copy of Latest alien certificate of registration (ACR); (One original and five photocopies) 3. Certificate true copy of Latest native-born certificate of residence (NBCR); (One original and five photocopies) 4. Immigrant certificate of residence (ICR); (One original and five photocopies) 5. Latest Passport; (One original and five photocopies) 6. Medical certificate issued by a government physician (One original and five photocopies) 7. Certified true copy of Diploma/Transcript of record with school seal and certification (from the school) stating that petitioner's minor children are enrolled in public or private schools duly recognized by DECS/DepEd, where Philippine history, government and civics are taught and prescribed as part of the school curriculum and where enrollment is not limited to any race or nationality; (One original and five photocopies) 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Bureau of Immigration 3. Bureau of Immigration 4. Bureau of Immigration 5. Department of Foreign Affairs 6. Government Hospital 7. Institution recognized by DECS/DepEd 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits all required documents	1. Handing out of Application Forms through sale to prospective applicants for naturalization (includes the list of requirements to be attached to the application).	P1,000	1 Hour	<p><i>SCN Secretariat, SCN Office, 4th Floor, APMC Building</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Chief, SCN Secretariat</p>

2. Applicant waits for feedback and further instructions.	2. Upon receipt of the petition, a Pre-Evaluation will be conducted to determine if it can be accepted or not.	None	2 Hours	<i>SCN Secretariat</i> Immediate Supervisor in Charge of Designating Personnel - <i>Chief, SCN Secretariat</i>
3. Applicant waits for feedback and further instructions.	3. Filing and acceptance of the petition (if it passes the pre-evaluation stage). If it does not pass the pre-evaluation, it shall be returned to the petitioner with the list of the lacking or defective documents that must be submitted or complied with in order for his/her petition to be accepted.	P 39,000 filing fee	1 Hour	<i>SCN Secretariat</i> Immediate Supervisor in Charge of Designating Personnel - <i>Chief, SCN Secretariat</i>

<p>4. Applicant waits for feedback and further instructions.</p>	<p>4. Assignment (by raffle) of the petition to the NRO (Naturalization Review Officer) who is an OSG Lawyer.</p>	<p>None</p>	<p>2 Days</p>	<p><i>Executive Director of SCN</i></p> <p><i>No Immediate Supervisor In Charge of Designating Personnel; This is an exclusive function of the Executive Director</i></p>
<p>5. Applicant waits for feedback and further instructions.</p>	<p>5. Upon receipt of the petition, the NRO will conduct an Evaluation Proper to determine if its sufficient in form and substance.</p>	<p>None</p>	<p>7 Days</p>	<p><i>Naturalization Review Officer</i></p> <p><i>Immediate Supervisor in Charge of Designating Personnel - Executive Director</i></p>
<p>6. Applicant submits additional requirements</p>	<p>6. If the petition is not sufficient in form and substance, the NRO may require the petitioner to submit additional requirement/s or the former may set an initial interview with the latter.</p>	<p>None</p>	<p>2 Days</p>	<p><i>Naturalization Review Officer</i></p> <p><i>Immediate Supervisor in Charge of Designating Personnel - Executive Director</i></p>

<p>7. Applicant waits for feedback and further instructions.</p>	<p>7. On the other hand, if the petition is sufficient in form and substance, or that the petitioner has complied with the submission of additional requirement/s, or the NRO is satisfied in the initial interview, the petition is approved by the latter for dispatch to other government agencies and for publication.</p>	<p>None</p>	<p>2 Days</p>	<p><i>Naturalization Review Officer, Chief of Staff to the Executive Director and SCN Secretariat</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>
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<p>8. Applicant waits for feedback and further instructions.</p>	<p>8. Preparation of letters-request to various government agencies [BI (Bureau of Immigration), DFA (Department of Foreign Affairs), NBI (National Bureau of Investigation), LCR (Local Civil Registrar) of petitioner's place of residence, NICA (National Intelligence Coordinating Council) and PSA (Philippine Statistics Authority)] for posting of the petition in their respective premises, and for background and record checking of the petitioner. The petition is also raffled and assigned to an accredited newspaper publishing company for publication.</p>	<p>None</p>	<p>3 Days</p>	<p><i>Executive Director, Chief of Staff to the Executive Director and SCN Secretariat</i></p> <p><i>Immediate Supervisor in Charge of Designating Personnel - Executive Director</i></p>
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<p>9. Applicant coordinates with newspaper company</p>	<p>9. Dispatch of letters-request to the government agencies mentioned above and the notice of publication to the petitioner (It is he/she who will directly coordinate with the newspaper company)</p>	<p>None</p>	<p>1 Day</p>	<p><i>SCN Secretariat and Document Management Division of the Docket Management Service</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Head, SCN Secretariat</p>
<p>10. Applicant waits for feedback and further instructions.</p>	<p>10. Waiting time for the said government agencies to submit their respective reports regarding the petition, including the affidavit of publication of the newspaper company.</p>	<p>None</p>	<p>8 months, 20 days²</p>	<p><i>Personnel concerned of the government agencies, representative of the newspaper company concerned, and the petitioner</i></p>

² Service is covered under R.A. No. 9139.

<p>11. Applicant waits for feedback and further instructions.</p>	<p>11. Upon completion of all the government agency reports plus the affidavit of publication, the NRO will conduct an evaluation of the said reports. He/She may also, in the process, require the petitioner to submit additional document/s if deemed necessary.</p>	<p>None</p>	<p>5 Days</p>	<p><i>Naturalization Review Officer</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>
<p>12. Applicant waits for feedback and further instructions.</p>	<p>12. If the NRO, after reviewing the reports is satisfied, or until the petitioner has submitted the additional document/s required, he/she is scheduled for a written exam and interview with his/her character witnesses. A notice of exam and interview is then sent to the petitioner's current address.</p>	<p>None</p>	<p>5 Days</p>	<p><i>Naturalization Review Officer, Chief of Staffs and SCN Secretariat</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>

<p>13. Applicant undergoes examination and interview. Character witnesses undergo interview.</p>	<p>13. Exam and Interview of the petitioner and his witnesses (only the petitioner will undergo the written exam).</p>	<p>None</p>	<p>4 Hours</p>	<p><i>Naturalization Review Officer, SCN Secretariat</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>
<p>14. Applicant waits for feedback and further instructions.</p>	<p>14. Preparation by the NRO of the Evaluation Report, which contains his/her recommendation whether to approve, deny or defer the petition for naturalization until compliance with certain requirements, and his/her legal basis for arriving at such conclusion. He/She may also, while in the process of preparation, require the petitioner to submit additional document/s if necessary. After drafting the report, the NRO will then submit it to the Executive</p>	<p>None</p>	<p>2 months, 10 days³</p>	<p><i>Executive Director, Chief of Staff, and Naturalization Review Officer</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>

³ Service is covered under R.A. No. 9139.

	Director for his/her own review and recommendation			
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<p>15. Applicant waits for feedback and further instructions.</p>	<p>15. After submission by the NROs of the evaluation reports of the petitions assigned to them, respectively, and the review and recommendation of the Executive Director, the SCN will conduct a meeting to deliberate on the merits of the petitions included in the agenda, and to decide whether to adopt or reverse the findings of the NROs and the Executive Director on their reports and recommendations. If the petition is approved, the decision of the Committee is deemed final and executory. However, if the petition is denied or deferred, the petitioner may be given an opportunity to move for the reconsideration of the same.⁴</p>	<p>None</p>	<p>6 Hours</p>	<p><i>SCN (the Solicitor General as Chairman, the Secretary of Foreign Affairs or his representative, and the National Security Adviser or his representative), Executive Director, and Chief of Staff to the Executive Director</i></p> <p><i>No Immediate Supervisor In Charge of Designating Personnel; This is an exclusive function of the Special Committee on Naturalization</i></p>
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⁴ Included in the conduct of SCN Meeting is the process of preparing for the said meeting which involves:

<p>16. Applicant prepares for Oath Taking ceremony.</p>	<p>16. After the meeting, a date and venue are set for the oath-taking ceremony of applicants whose petitions were approved. Notices of Approval and Oath-Taking are then sent to the petitioners mentioned, while Notices of Denial or to Defer petition are sent to those unsuccessful petitioners or those who must comply or submit further additional document/s in order for the SCN to re-evaluate their petition. Further, payments for the oath-taking fee and other requirements for</p>	<p>P 100,000</p>	<p>2 months, 5 days⁵</p>	<p><i>Executive Director, Chief of Staff, and SCN Secretariat</i></p> <p><i>Immediate Supervisor in Charge of Designating Personnel - Executive Director</i></p>
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- a. Collation of all the evaluation reports (ERs) submitted by the naturalization review officers (NROs) within the cut-off period;
 - b. Requiring the petitioners whose ERs are included in the cut-off to submit further additional documents or answer/clarify certain matters deemed necessary and vital by the Executive Director;
 - c. Submission by the Chief of Staff of a request or proposal to the Solicitor General as Chairman of the SCN to call for a SCN meeting (this includes setting a date for the meeting taking into consideration the schedule of the Chairman and the members of the SCN);
 - d. After a date for the meeting is set, then preparations are made for the said meeting.

Note: This process of preparing for the SCN meeting has no period stated by the law and varies also since it will depend on the cut-off period given by the Executive Director, and the availability of the schedules of the Chairman and Members of the SCN to conduct a meeting.

⁵ Service is covered under R.A. No. 9139.

	<p>oath-taking are collected from the successful petitioners.</p>			
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<p>17. Applicants take their oath of allegiance as new Filipino Citizens. They also sign copies of their Certificate of Naturalization and Oath of Allegiance Certificate.</p>	<p>17. Oath-Taking Ceremony, where the successful applicants will take their oath of allegiance as new Filipino citizens. They will also sign copies of their Certificate of Naturalization and Oath of Allegiance Certificate.</p>	<p>None</p>	<p>3 Hours</p>	<p><i>SCN, Executive Director, Chief of Staff, Master of Ceremonies, and SCN Secretariat</i></p> <p><i>Immediate Supervisor in Charge of Designating Personnel - Executive Director</i></p>
<p>18. Applicant waits for feedback and further instructions.</p>	<p>18. After the ceremony, the Certificates signed by the petitioners are then forwarded to the Solicitor General and the Executive Director for their signature</p>	<p>None</p>	<p>10 Days</p>	<p><i>Solicitor General and Executive Director</i></p> <p><i>No Immediate Supervisor In Charge of Designating Personnel; This is an exclusive function of the Solicitor General and Executive Director</i></p>

<p>19. Applicant waits for feedback and further instructions.</p>	<p>19. After signing the Certificates, copies are sent to the BI for the cancellation of the ACR (Alien Certificate of Registration) and I-Card of the petitioners who have taken their oath of allegiance; and to the respective LCRs of the place of birth of the petitioners for annotation purposes. Further, the original copies are handed out to the petitioners as their personal copies.</p>	<p>None</p>	<p>4 Days</p>	<p><i>Executive Director, Chief of Staff, and SCN Secretariat</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Executive Director</i></p>
<p>20. Applicant waits for feedback and further instructions.</p>	<p>20. Upon dispatch of the copies of the Certificates, the office copies including the application forms of the successful petitioners are then scanned. The records of the petition are then placed in a storage box for safe-keeping.</p>	<p>None</p>	<p>10 Days</p>	<p><i>SCN Secretariat</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - <i>Chief, SCN Secretariat</i></p>
<p>TOTAL:</p>		<p>P 140, 000</p>	<p>1 year, 4 months, 20</p>	

		days, 17 hours ⁶	
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Processing Time for this service is provided under Republic Act (R.A.) No. 9139 or the “Administrative Naturalization Law of 2000.”

Administrative Naturalization is qualified for multi-stage processing.

⁶ Please take note that this period is only an estimated time frame since there are parts of the administrative naturalization process that cannot be exactly determined, such as the process of preparation for an SCN meeting. Further, there are also parts of the process where the law (R.A. No. 9139) does not provide for an exact period of time, such as the filing of a motion for reconsideration by a petitioner whose application has been denied by the SCN.