GUIDELINES FOR THE ISSUANCE OF
NBI CLEARANCE CERTIFICATES through PICK-UP

General Guidelines:

- The NBI Clearance certificate is available after **twenty-four (24) hours** upon payment through payment channels, excluding Saturdays, Sundays, and holidays.

- Pick-up is **ONLY** available at the **RELEASING AREA NBI Clearance Center Main Office – United Nations Avenue, Ermita, Manila, Philippines.**

- Releasing hours are from 8:00 AM to 5:00 PM, Monday to Friday only.

OPTION 1 - For Personal Pick-up

- Applicant must personally present their paid reference number.

OPTION 2 - Pick-up through a representative

- The representative must personally present the paid reference number of the applicant, an authorization letter with the applicant's signature, and a photocopy of a valid identification card of both the applicant and the representative.

OPTION 3 - Pick-up through a courier service engaged by the applicant.

- The courier service (for example, Grab or Lalamove) must personally present the paid reference number of the clearance applicant, a screenshot of the booking transaction, and a conversation authorizing the courier service to pick up the applicant’s NBI clearance certificate.

CONSENT / WAIVER for OPTION 3

The applicant consents to the NBI releasing my UNSEALED Clearance Certificate to the designated courier.

The applicant releases the NBI, employees, contractors, and processors from liability under R.A. 10173 or the Data Privacy Act 2012.