

NBI Clearance Checklist

Everything to prepare for your NBI clearance, on one page. Tick each box before you go.

₱130

+ e-payment charge (~₱25–30)

2 IDs

Original, not expired

15 days

To visit after status is PAID

5–10 days

Extra wait if there's a HIT

STEPS

1. **Register** at clearance.nbi.gov.ph with an active mobile number and email, and verify with the OTP.
2. **Fill in the applicant form** exactly as it appears on your ID, then click Apply for Clearance and choose your ID type.
3. **Choose a branch, date and time.** There are 162 NBI offices that process clearances.
4. **Pay** through GCash, Maya, 7-Eleven, Bayad Center or online banking, and keep the reference number and receipt.
5. **Visit the branch within 15 days** for your photo, fingerprints and signature. Check your details on the monitor.
6. **No HIT:** you get your clearance the same visit. **HIT:** return after 5–10 working days, with no additional fee.

BRING THESE

- ☐ **2 valid government-issued IDs (originals, not expired)**
e.g. passport, driver's license, PhilID/National ID, UMID, postal ID
- ☐ **NBI reference number**
Screenshot or printout from your NBI account
- ☐ **Proof of payment**
GCash/Maya/bank receipt, or the PAID status
- ☐ **Details on the form match your ID**
Same spelling, middle name and birth date
- ☐ **First-time job seeker? Barangay certificate + signed oath of undertaking**
Apply on firsttimejobseekers.nbi.gov.ph for the free clearance (RA 11261)

No fixers. Use only clearance.nbi.gov.ph. Nobody can sell you a slot or remove a HIT for a fee.

OFFICIAL CONTACTS (NBI.GOV.PH)

Clearance inquiries: (02) 8524-1277 · 0939 150 2880 · clearance@nbi.gov.ph

Hours: Monday to Friday, 7:00 AM to 5:00 PM · Renewal: eGovPH app or Quick Renewal on clearance.nbi.gov.ph

Full guide: papelesph.com/nbi-clearance/

Independent guide from papelesph.com. Not affiliated with the NBI, PNP, DFA or any government agency. We never ask for your personal data. Fees and steps can change: always confirm on the official portal. Free to print and share.