

NBI Clearance for Certificate of Good Conduct

Pursuant to UAE Cabinet Decree No. 1/8 of 2017, all new foreign workers who are going to apply for UAE work visa must secure a Certificate of Good Conduct from the worker's home country. Furthermore, the Certificate must be attested by the UAE diplomatic mission in the country of origin.

The Embassy of the Philippines informs Filipino expatriates in the Emirate of Abu Dhabi that the Certificate of Good Conduct, which is also known as "No Criminal Record" in the Philippines may be obtained from the National Bureau of Investigation (NBI). Following the directive of the UAE, the NBI Clearance must be authenticated by the Department of Foreign Affairs and attested by the UAE Embassy in Manila.

For those who are in the Emirate of Abu Dhabi and require an NBI Clearance, the following are the steps in securing NBI Clearance from the Philippines.

1. Secure NBI Clearance Application Form (NBI Form No. 5) from the Philippine Embassy.
2. Fill out Form 5 and attach 2x2 photo with white background in the NBI Form 5. Go to the CID-Ministry of Interior office for fingerprinting, which should be rolled impressions. The one who took the fingerprint impression must sign on the Form.
3. Return to the Philippine Embassy to have the NBI Form 5 notarized and to apply for a Special Power of Attorney (SPA) authorizing your representative in the Philippines to submit accomplished Form 5 to NBI. Upon release of NBI Clearance, your representative will also request for the authentication of document with the DFA, and apply for the attestation of the NBI clearance at the UAE Embassy-Manila.

For this service, you will be required to submit the following documents to the Philippine Embassy:

- Original and photocopy of accomplished Special Power Attorney (SPA) for NBI
 - Original and photocopy of NBI Application form with Fingerprint Specimen and signature of Police Officer
 - Four (4) copies of applicant's passport identification page.
 - Two (2) copies any valid Philippine Government issued ID of representative
4. Applicant to pay corresponding fee to the cashier.
Notarization of SPA: AED100
Notarization of NBI: AED100
 5. Return on the date and time of release indicated in the receipt.

Note: The NBI Form No. 5 issued at the Embassy is not the clearance but an application form only to be submitted in the Philippines for processing at NBI office or branch for the issuance of the required NBI Clearance

Please visit the following link for more information on the authentication services of the Department of Foreign Affairs,

<https://consular.dfa.gov.ph/service-at-dfa-satellite-offices>,

<https://consular.dfa.gov.ph/service-at-dfa-san-fernando-pampanga>

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That I, (full name as reflected in the passport) _____, (citizenship) _____, of legal age, residing at (current address) _____, and with UAE mobile number _____, **DO NAME, CONSTITUTE AND APPOINT**, (full name of appointee) _____, (citizenship of appointee) _____, of legal age, and residing at (current residence of appointee) _____ to be my true and lawful **ATTORNEY-IN-FACT**, to do and perform the following acts:

1. Submit my accomplished Fingerprint Card to the NBI for processing and receive from said office my NBI Clearance;
2. Submit my NBI Clearance to the DFA for authentication and receive the authenticated document from the same office; and
3. Submit my DFA authenticated NBI Clearance to the Embassy of the United Arab Emirates in the Philippines for attestation and claim the attested documents from the said Embassy.

HEREBY GIVING AND GRANTING unto my said attorney in fact full powers and authority to do and perform all and every act requisite or necessary to carry into effect the foregoing powers, as fully to all intents and purposes as I might or could lawfully do if personally present, with full power of substitution and revocation, and hereby ratifying and confirming all that my said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at the Embassy of the Philippines, Abu Dhabi, United Arab Emirates.

**Signature of Principal
over printed full name**

Signed in the presence of:

Witness

Witness

ACKNOWLEDGEMENT

**Embassy of the Republic of the Philippines)
Consular Section) ss.
Abu Dhabi, United Arab Emirates)**

BEFORE ME, duly commissioned and qualified, personally appeared (full name as reflected on passport) _____, having exhibited to me his/her Passport No. _____ issued on (date of issue) _____ at (place of issue) _____, known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her free and voluntary act and deed, together with two instrumental witnesses, on this (date) _____ at the Philippine Embassy , Abu Dhabi, United Arab Emirates.

Service No. : _____
Doc. No. : _____
Book No. : _____
Fee Paid : _____
O.R. No. : _____