

NBI CLEARANCE APPLICATION (WITH SPA)

Paalala: Para sa kaligtasan ng mga kliyente ng Konsulado habang mayroon pang Covid-19 pandemic, aanyayahin lamang po ang mga kliyente na pumasok sa konsulado sa oras ng kanilang cita/appointment. Hindi po kailangang maghintay sa labas na Konsulado para pumila dahil ang may mga appointment po ang papapasukin sa oras nila. Para masiguradong magkakaroon ng dalawang metro na distansya ang mga kliyente bilang pagsunod sa Covid-19 safety measures, kung hindi pa oras ng inyong appointment, bumalik po sa tamang oras.

IMPORTANT: Please read carefully and follow **STEP 1 to STEP 4** for your application. Click on the links to download the forms.

STEP 1 Secure an appointment

Please visit <http://barcelonapcg.timetap.com/> and choose the service you need. An email confirmation will be sent you. If you have chosen the wrong appointment or date/time, please make sure to cancel the appointment to allow others to secure a booking.

STEP 2 Prepare the following requirements:

1. Completed fingerprint card (NBI Form No. 5, available at the Consulate). To minimize time spent at the Consulate, please prepare the answers to the [NBI Form No. 5](#) (click to download)
2. 5 x 5 sized photograph with white background taken within 3 months prior to application showing a clear front view of applicant's face. No sleeveless attire. Blurred or low quality photos are not accepted.
3. Original and photocopy of Philippine passport
4. Non-refundable fee of 22.50 Euros, payable in cash only

Requirements for the **Special Power of Attorney (SPA)**:

5. [Signed SPA \(click to download template\)](#)
6. Copy of the passport or ID of the authorized representative in the Philippines
7. Non-refundable fee of 22.50 Euros, payable in cash only

Note: Applicants may submit the requirements directly to the NBI or through their authorized representative in the Philippines to file the application and collect the new NBI clearance on their behalf.

The NBI Clearance must then be apostilled by the DFA for it to be valid for use in Spain. Remember to affix your right thumbprint on the form once received.

STEP 3 As a safety protocol against Covid-19, the applicant is requested to:

1. Make sure all the forms have been filled up and ready for submission prior to going to the Consulate.
2. Bring all the requirements and a copy of this confirmation email.

3. Only the applicant/s may enter the Consulate. Please come alone (no companions except if the applicant is a minor).
4. Bring own pen
5. Wear a mask.

Do not come if you have a fever or other Covid-19 symptoms. Please reschedule your appointment using the links in the confirmation email sent to you.

STEP 4 At the Consulate:

Personal appearance of the executor / signatory of the document is required. The original document must be signed in the Consulate.

For your own safety and comfort, please come at your scheduled time.

If you arrive earlier, you will be asked to return at your scheduled appointment.

There is no need to ring the doorbell or knock on the door. You will be invited to enter the Consulate only at your appointment time to avoid crowding in an enclosed space.