

# How to Apply for an NBI Clearance in the Philippines

Visit: <https://clearance.nbi.gov.ph/>

**Option 1: If you have an OLD / Existing account** - you can still use your old/existing account provided:

- a. You can provide us the username and password later on for final review of your online application (if you prefer not to give us access, you must send us a screenshot of your complete profile details and NBI reference number showing as 'PENDING'). You understand that if Kabayan Express did not review your application, we will not be liable for any mistake in the printed copy of your NBI clearance
- b. You can still update all details that needs updating i.e. ADDRESS - it must be updated to your current AU/NZ address; civil status - if you are changing from Single to Married you must update this as well
- c. Once all details have been updated, kindly proceed to Step 2 (last page of this guide)

**Option 2: If you don't have an online account with NBI follow step-by-step below:**

Step 1: Create your NBI Account online

**IMPORTANT:**

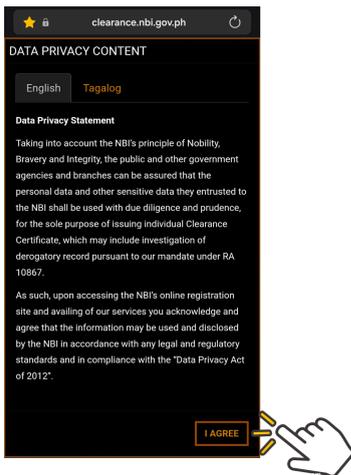
2. **Always Choose REGISTER** – Do NOT click 'NBI Clearance Online Renewal' as NBI/Kabayan Express will not be responsible if the new NBI clearance will show incorrect/outdated data from the old system.

Don't worry as it will still be treated as RENEWAL as long as you email us your old NBI copy, and other requirements listed on our website.

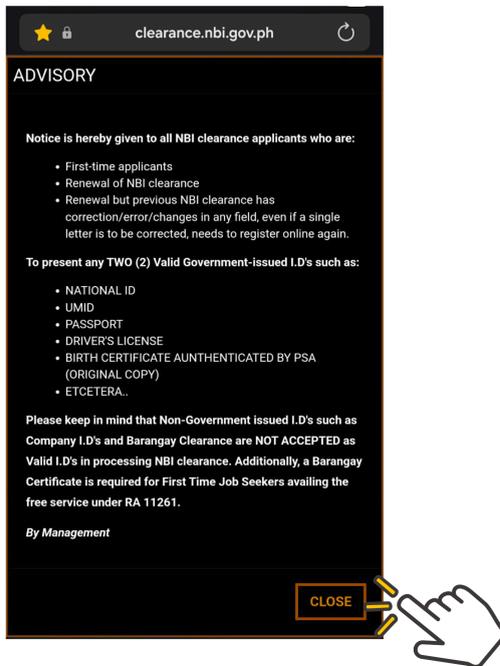
Visit: <https://clearance.nbi.gov.ph/>

Click 'I Agree'

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Click 'CLOSE'



Click 'REGISTER USING GOV'T ID''

We recommend just clicking 'CANCEL' to save time, and you can immediately proceed to the next step.

# How to Apply for an NBI Clearance in the Philippines

Welcome to NBI CLEARANCE ONLINE  
REGISTRATION AND APPLICATION SERVICES  
You can now apply online. Anytime. Anywhere.

REGISTER AS NEW ACCOUNT

REGISTER USING GOVERNMENT ID (OPTIONAL)

REGISTER USING NBI CLEARANCE (2014 ONWARDS) (OPTIONAL)

Gender  
Sex

Civil Status  
Civil Status

Birth Date  
- Year -  
- Month -  
- Day -

First Name  
First Name (Ex. DAVID JR, JOHN III)

Select ID Type

- Select -

SCAN ID

UPLOAD PHOTO

CANCEL

REGISTER USING NBI CLEARANCE (2014 ONWARDS) (OPTIONAL)

Gender  
Sex

Civil Status  
Civil Status

Birth Date  
- Year -  
- Month -  
- Day -

First Name  
First Name (Ex. DAVID JR, JOHN III)

Fill up all required fields:

If you don't have a PH mobile number, you can just ask one of your relatives to provide you their number as NBI will only need to send a One-Time Password so you can successfully create an account.

## How to Apply for an NBI Clearance in the Philippines

The image shows a screenshot of the NBI online application form. The form fields are as follows:

- Gender:** A dropdown menu with 'Sex' selected.
- Civil Status:** A dropdown menu with 'Civil Status' selected. A white arrow points to this field from the right.
- Birth Date:** Three dropdown menus for Year, Month, and Day.
- First Name:** A text input field with the placeholder 'First Name (Ex. DAVID JR, JOHN III)'.
- Middle Name:** A text input field with the placeholder 'Middle Name'.
- Last Name:** A text input field with the placeholder 'Surname'. A white arrow points to this field from the right.
- Mobile Number:** A text input field with the placeholder 'Mobile Number (09XXXXXXXXX)'. A white arrow points to this field from the right.
- Email address:** A text input field with the placeholder 'Enter new Email Address'. Above the field, it says 'Email address should be ACTIVE'.
- Password:** A text input field with the placeholder 'Enter new Password'.

**Put 'Single' if you are Single  
Put 'MARRIED' if you are changing status from Single to Married**

***For female applicants who are married - LAST NAME should be your MAIDEN surname***

**Must be a PH mobile number (09xxxxxxxxx)**

Important: NBI website will detect if an email address had been used for another account. In this case you will need to provide a different email address.

1 account = 1 PH mobile number & 1 email address

## How to Apply for an NBI Clearance in the Philippines

The image shows a registration form for NBI Clearance eServices. The form fields and their values are:

- Middle Name: (empty)
- Apelyido: (empty)
- Surname: (empty)
- Mobile Number: 09233398216 (with a green checkmark)
- Email address: kabayanexpress.anz@gmail.com (with a green checkmark and a note: "Email address should be ACTIVE")
- Password: (masked with dots)
- Confirm Password: (masked with dots)
- Terms of Service:  READ and ACCEPT **TERMS OF SERVICES**
- reCAPTCHA:  I'm not a robot

At the bottom of the form are two buttons: **SIGN UP** and **CANCEL**. The footer of the page reads "NBI Clearance eServices".

Annotations on the right side of the form:

- Arrow pointing to the "READ and ACCEPT TERMS OF SERVICES" checkbox: **TICK "Read and Accept Terms of Services"**
- Arrow pointing to the "I'm not a robot" checkbox: **TICK "I'm not a robot"**
- Arrow pointing to the "SIGN UP" button: **Click 'SIGN UP'**

After you click 'SIGN UP', look out for the text message that contains the OTP

## How to Apply for an NBI Clearance in the Philippines

One-time Password (OTP)

One-Time Password (OTP)

X X X X X X

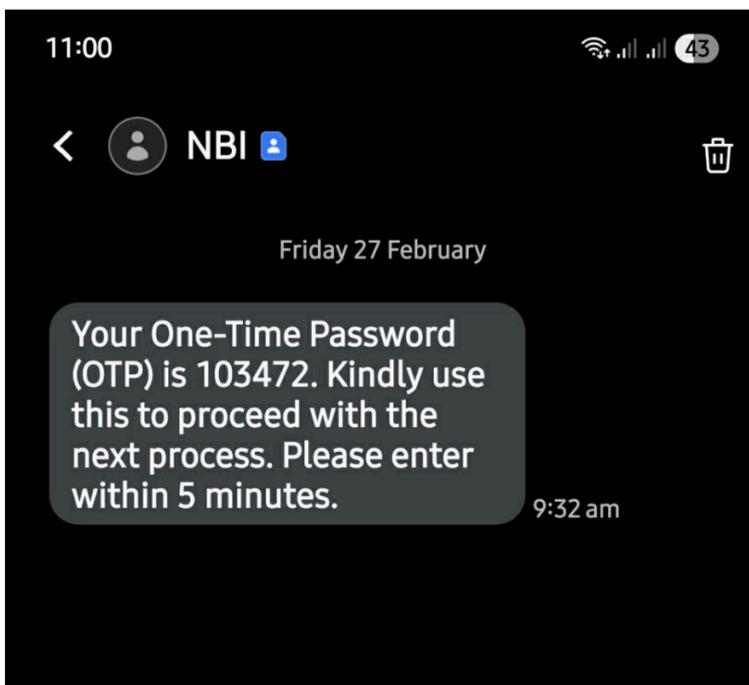
To further ensure the security of your Online NBI Clearance transactions, you will be receiving a One-Time Password (OTP) via your registered mobile phone number with last 4-digits: XXXX-XXX-3999

RE-SEND ONE-TIME PASSWORD (OTP) (24)

SUBMIT

Enter the OTP that you received on the PH mobile number you entered earlier when signing up

Click "SUBMIT"



Example of a text / SMS message containing the OTP

After entering the OTP, you should receive an Email from NBI to Activate your account.

If you did not receive one:

## How to Apply for an NBI Clearance in the Philippines

- 1) Check your SPAM/JUNK folder to see if the email landed there instead of your inbox
- 2) Try signing / logging in using your username and password by going back to NBI website (<https://clearance.nbi.gov.ph/>)

### NBI Online Services: Membership Confirmation



External

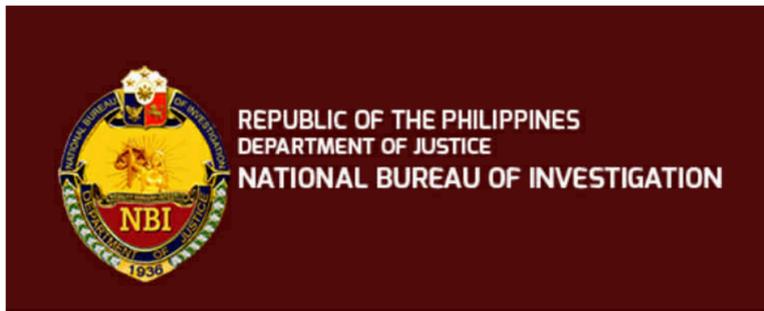
Inbox



NBI Online Services 27 Feb



to me



### Activation Link

#### Greetings!

Your NBI account is almost done. Click the link below to activate.

Activate Account

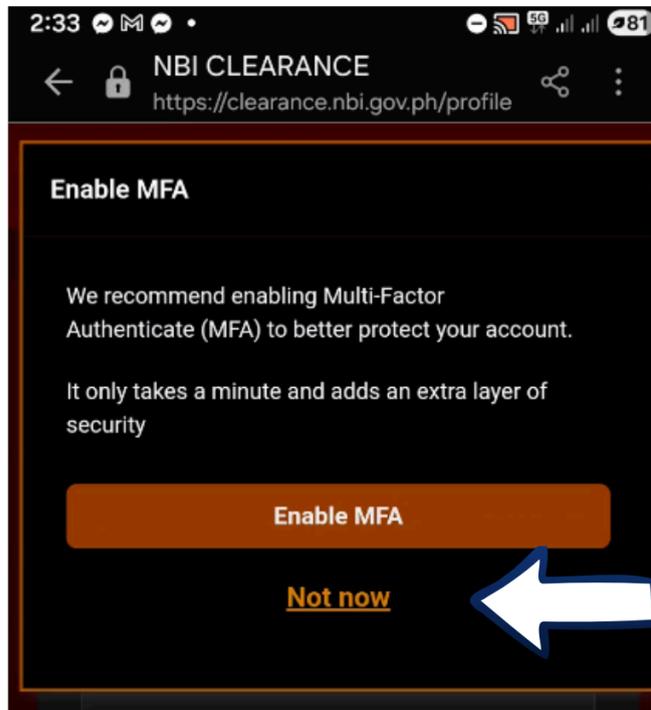
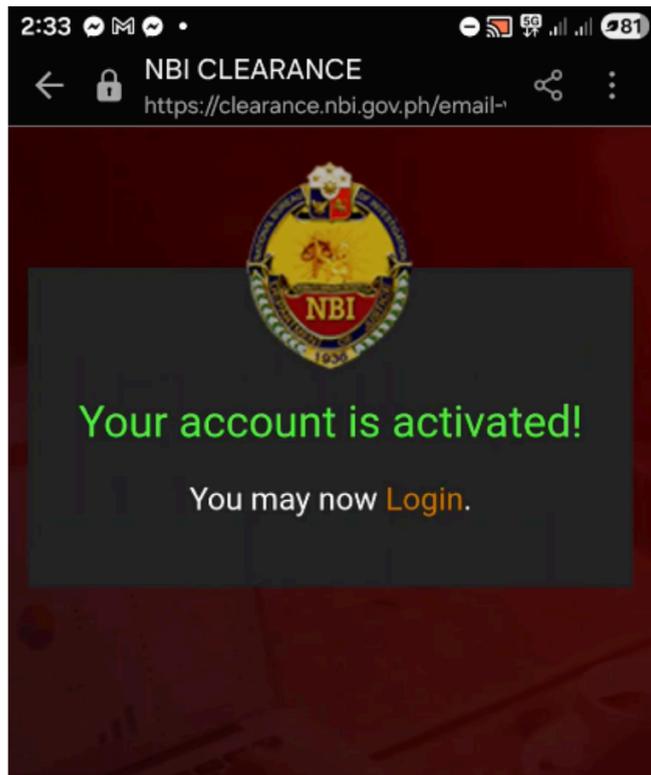


Click  
'Activate  
Account'

If you have additional questions about account security, please visit

<https://clearance.nbi.gov.ph/>.

## How to Apply for an NBI Clearance in the Philippines



Click  
**'NOT NOW'**  
We will need to  
review your online  
application

## How to Apply for an NBI Clearance in the Philippines

Step 2: Log in to your Account

Step 3: Fill-out all required fields about your personal information

### Important:

1. Do not skip Parent's Name and Birthplace even if they are deceased, NBI would still require this information. You can leave this blank if you can provide a copy of your Birth Certificate showing your parent's details are unknown
2. Update information where necessary i.e. ADDRESS should be your current AU/NZ address; civil status - if you are changing status from Single to Married you have to update this now

Step 4: Click Apply for NBI Clearance Online

Step 5: Set your NBI Clearance Appointment (EARLIEST DATE i.e. today or tomorrow)

Step 6: Branch: Type 'MANILA' and choose NBI Clearance Center (UN Ave)

Step 7: Choose **GCASH** as Payment Option

Step 8: Screenshot your Reference Number (*MP\*\*\*\*\**)