



Republic of the Philippines

Presidential Communications Operations Office

INTERNATIONAL PRESS CENTER

News and Information Bureau



National Press Club Bldg. G/F, Magallanes Drive,
Intramuros Manila, Philippines 1002

E-mail: intlpresscenter@gmail.com
Telefax : 336-6095

LIST OF REQUIREMENTS FOR DOCUMENTARY FILMING GROUP

1. They have to apply for their visa at the Philippine Embassy from their port of origin.
2. Letter of request stating their intention to do a documentary film in the country and requesting for the accreditation of their crew.

Please address the letter to:

Mr. Paulo J. Espiritu
Director for Media Relations
International Press Center
Presidential Communications Operations Office
G/F National Press Club Bldg.,
Magallanes Drive, Intramuros
Manila 1002
(Please attention to: Ms. Rose Garcia-Coni)

Contact Nos. +(632)3366095 Telefax
Email : intlpresscenter@gmail.com

3. List of TV equipment (we assist them in facilitating the clearance and release of their equipment from the Bureau of Customs).
4. List of production crew members and designation
5. Itinerary of the filming crew and their flight details
6. Synopsis/storyline
7. 3 pcs. 2x2 colored picture white background for each of the production crew members
8. Photocopy of their passports (pages 1 and 2)
9. They have to fill-up two forms
IPC accreditation form
 - a. Bio-data/General Application form (BI form) for their Special Work Permit which they have to apply at the Bureau of Immigration and Deportation (BID); They have to pay the amount of P6,440.00 each plus P60.00 for the notarization of their application. We can also assist them if they don't have local coordinator.
10. Upon arrival they have to go to the International Press Center for their accreditation. If they have local coordinator she/he can coordinate with the IPC in advance.

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FOR NEWS REPORTERS/TV CREW/PHOTOGRAPHERS

For news reporters/tv crew/photographers who will cover current events in the Philippines needs to have the following requirements:

1. Go to the Philippine Embassy from their respective country and apply for their visa.
2. Letter of endorsement from the agency they represent
3. Certification from their respective Embassy in the Philippines
4. 3 pcs 2 x 2 colored photo with white background
5. List of Equipment
6. Photocopy of their passports (pages 1 & 2)
7. Itinerary and contact person in the Philippines
8. Curriculum Vitae
9. Upon arrival in the Philippines they have to present themselves at the International Press Center Office for accreditation.



**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
INTERNATIONAL PRESS CENTER**

2012 Press Accreditation Form

Attach two colored 2x2 ID photo w/ white background

6/6

FOREIGN MEDIA VISITING JOURNALIST Date of application _____

Name		Family Name		First Name		Middle Name		Nickname	
Media Agency									
Designation/Position in agency (indicate if freelance)									
NAME OF HEAD OF OFFICE:					PERSONAL DATA:				
OFFICE ADDRESS:					Citizenship:				
Tel. No.:			Fax No.:			Birth Date:			
Home/Hotel Address in the Philippines/Tel. No.:					Birth Place:				
E-mail Address:			Mobile Phone No.			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
<i>Please check type of media organization you represent</i> <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> News Agency <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Photo Agency <input type="checkbox"/> Documentary <input type="checkbox"/> Others (Specify) _____			Passport No.			Status: <input type="checkbox"/> Married, spouse name _____			
			Issued at			<input type="checkbox"/> Single			
			Issued on			<input type="checkbox"/> Separated/Divorced			
			Expiry date			Height (ft/m) _____ Weight (lb/k) _____			
			Visa No./Status			ACCREDITATION REQUIREMENTS 1. Accreditation forms properly filled up. 2. Letter of request from respective agencies 3. 2 pcs. 2"x2" colored pictures with white background 4. Copy of contract of employment (for local hire) 5. Photo copy of passport (pages 1 & 2) 6. Letter / Endorsement from the embassy			
			Length of stay						
Expected places to visit in the Philippines			ADDITIONAL REQUIREMENTS FOR NEW APPLICANT AND FREELANCER 1. 5 bylined photos (published not later than 3 mos.) 2. Five (5) consecutive issues of newspaper or magazine (for news publications not later than 3 mos.)						
Contact person in case you are out of town Tel. No.									
<i>In case of freelance journalist and correspondent who submit stories or photographs to more than one publication, please list Media entities you are a frequent contributor.</i> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>I hereby certify all above information are true and correct</p> <p align="center">_____ Signature of applicant</p>									
<p><i>Note: ID's not claimed within two months after approval will no longer be released.</i></p>									

This part to be accomplished by accreditation officer
Date received _____

Media Media Services
2012 C.N. _____
Date Issued _____
Expiry date _____