



REPUBLIC OF THE PHILIPPINES  
PRESIDENTIAL COMMUNICATIONS OFFICE  
**NEWS AND INFORMATION BUREAU**



IPC-AC-FM02  
01-02-24 REV.10

**MEDIA ACCREDITATION AND RELATIONS DIVISION**  
International Press Center

**2024 PRESS ACCREDITATION FORM**

Attach one (1)  
colored 2x2 ID  
photo with  
white  
background

FOREIGN MEDIA  FOCAP  VISITING JOURNALIST  RENEWAL 2022 IPC # \_\_\_\_\_ Date of application : \_\_\_\_\_

**PERSONAL DATA**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender  Male  Female

Birth Place \_\_\_\_\_ Citizenship \_\_\_\_\_ Status  Single  Separated/Divorced  Married, Spouse name \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Designation/Position in agency (indicate if freelance) \_\_\_\_\_

Height (ft/m) \_\_\_\_\_ Weight (lb/k) \_\_\_\_\_ Home/Hotel Address in the Philippines \_\_\_\_\_

Passport No. \_\_\_\_\_ Issued at \_\_\_\_\_ Issued on \_\_\_\_\_ Expiry date \_\_\_\_\_ Visa No./Status \_\_\_\_\_ Length of stay \_\_\_\_\_

Expected places to visit in the Philippines: \_\_\_\_\_

**COMPANY DETAILS**

Media Agency \_\_\_\_\_ Name of Head of Office \_\_\_\_\_ Designation/Position in agency (indicate if freelance) \_\_\_\_\_

Office Address \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please check type of media organization you represent

Newspaper  Magazine  Radio  Documentary  
 News Agency  Television  Photo Agency  Others (Specify) \_\_\_\_\_

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. \_\_\_\_\_

Contact person in case you are out of town \_\_\_\_\_ Mobile/Telephone No. \_\_\_\_\_

**ACCREDITATION REQUIREMENTS**

1. Accreditation forms properly filled up.
2. Letter of request from respective agencies
3. 1pc. 2 x 2 colored picture 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 country embassy in the Philippines

\*Each accreditation is valid for 30 days. In cases of extensions, applicants with valid accreditation for at least one (1) week, may apply for an extension and only requirements Nos. 1 and 2 shall be submitted to IPC specifying the purpose and scope of the requested extension. Otherwise, such application shall be considered as a new one.

Note:

ID's not claimed within two months after approval will no longer be released.

**1 ADDITIONAL REQUIREMENTS FOR NEW APPLICANT AND FREELANCER**

- a) 3 to 5 bylined photos/articles (published not later than 3 mos.)
- b) Three (3) consecutive issues of newspaper or magazine (for news publications not later than 3 mos.)

**1 For Inquiry/s or Clarifications**

IPC@NIB.GOV.PH

+63 285265329

+63 99989630458

I hereby certify all above information are true and correct

\_\_\_\_\_  
Signature of applicant

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This part to be accomplished by accreditation officer

Recommended Approval : \_\_\_\_\_  
Noted by : \_\_\_\_\_  
Approved by : \_\_\_\_\_

Media  Media Services  
2023- Control Number : \_\_\_\_\_  
Date Issued : \_\_\_\_\_  
Expiry Date : \_\_\_\_\_