



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.