



MEDIA ACCREDITATION AND RELATIONS DIVISION
International Press Center

2025 PRESS ACCREDITATION FORM

"Do not leave blank, if not
applicable write N/A"

Attach one (1)
colored
2 x 2 photo with
white
background

☐ FOREIGN MEDIA ☐ FOCAP ☐ VISITING JOURNALIST ☐ RENEWAL VALIDITY _____

Date of application: _____

PERSONAL DATA

Name _____ Birth Date _____ Sex _____
☐ Male ☐ Female

Birthplace _____ Citizenship _____ Status _____
☐ Single ☐ Separated/Divorced ☐ Married, Spouse name _____

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

Height (ft) _____ Weight (lb) _____ Home/Hotel Address in the Philippines _____

Passport No. _____ Issued at _____ Issued on _____ Expiry date _____ Length of stay _____

Expected place/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. _____ Email Address _____

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/ Coordinator 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. Photocopy of passport (pages 1& 2)
6. Confirmed Flight Itinerary (optional)

ADDITIONAL REQUIREMENTS FOR NEW APPLICANT AND FREELANCER

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

Note:

IDs not claimed within 15 days after approval will no longer be released.

• LOSS ID REQUIREMENTS

1. Letter of Request from the agency stating the reprint request and reason for the loss.
2. Notarized Affidavit of Loss.

• For Inquiry/s or Clarifications

IPC@NIB.GOV.PH Tel: +632-85265329

- Each accreditation is valid for 30 days. In cases of extension, 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.

I hereby certify all above information are true and correct

Signature of applicant

(Should be the same as the signature in the applicant's passport)