



United States Consulate General – Hong Kong and Macau

26 Garden Road

Central, Hong Kong

Website: <http://hongkong.usconsulate.gov>

Email: Visa Inquiry Form at our Website

Fax: (852) 2147-3586

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Civil Documents and Police Certificates from the People's Republic of China

Birth/marriage/death certificates: Individuals living outside China may obtain civil documents for birth, marriage and divorce from the Notary Public Office with jurisdiction over their county of previous residence. Relatives or friends may request issuance of certificates on behalf of an applicant who is living abroad. Relatives and friends should have specific written authorization from the interested party requesting the documents. Alternatively, persons in need of civil documents may contact the PRC Embassy or Consulate nearest to their residence abroad and ask that their request be forwarded to the appropriate Notary Public Office. Obtaining civil documents through a PRC Embassy or Consulate can require considerable time.

Police certificates: Individuals should apply for a certificate of no criminal record at the local Public Security Bureau (PSB). Once the certificate has been obtained, individuals should then make an application to the Notary Public Office for a certificate based on the PSB document.

Unobtainable Birth Certificates

Applicants who cannot obtain a birth record should request a certified statement from the appropriate government authority stating the reason why the birth record is not available. Applicants may then submit this certified statement along with secondary evidence of their birth. For applicants who reside in Hong Kong, the Certificate of Registered Particulars issued by the Hong Kong Immigrant Department, is accepted in lieu of an unobtainable birth certificate. A similar document can be obtained from the Macau Direcção dos Serviços de Identificação.

Local Agencies that Offer Assistance in Completing Visa Forms

Each individual applicant bears the responsibility for the information contained in his or her own visa application form and many complete their form on their own. However, you may seek assistance in preparing your visa application form.

Sources that may provide such assistance, often for a fee, include: cultural or religious groups (many such groups exist and have experience in assisting immigrants) and private attorneys.

ORGANIZATIONS THAT HAVE INFORMED THE DEPARTMENT OF STATE THAT THEY PERFORM SUCH SERVICES INCLUDE:

- 1) International Organization for Migration (IOM)
Room 904, Yaumatei Carpark Building, 250 Shanghai Street, Kowloon
Telephone: (852) 2332-2441 or 2332-2446
- 2) Caritas (Migration Service)
Hong Kong: 1/F, Caritas House, 2-8 Caine Road, Hong Kong
Kowloon: Caritas Community Center, 1/F, 256-A Prince Edward Road, Kowloon
Telephone (for both locations): (852) 2843-4673

Please note the U.S. Government, including the U.S. Consulate General in Hong Kong, does not assume responsibility for the professional ability or appropriateness of the organizations listed

Police Clearances from Hong Kong and Macau

Police clearances for Hong Kong and Macau will be sent by the police authorities directly to the U.S. Consulate General. The Consulate General will liaise directly with NVC when the police clearances are received. There is no need to confirm the receipt of your police clearance with either the Consulate or NVC. Please note that failure to apply for a police certificate at least 6 weeks before the scheduled interview date may result in a delay with processing the visa application.

Applying for a Police Clearance from Hong Kong

The issuance of a Certificate of No Criminal Conviction is a charged service provided by the Hong Kong Police Force. Both individuals residing in Hong Kong and individuals residing outside of Hong Kong may apply.

Individuals residing in Hong Kong

All applicants should appear in person at the Certificate of No Criminal Conviction Office which is located at 14/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong. The office is open from 9am to 5:15pm from Monday to Friday. (Note: The payment window is closed daily between 1-2pm and stops accepting payments at 5pm.) Applicants may elect to make an advance appointment through the Automatic Telephone Appointment System at 2396-5351, no less than one day in advance of the intended appointment. **Please note that the "Certificate of No Criminal Conviction" or an appropriate reply together with the applicant's police record will be sent directly to the Consulate General and/or immigration office specified on the application.**

An applicant should be prepared to present the following items:

- (1) his/her Hong Kong Identity Card or valid travel document;
- (2) the original and a photocopy (for each applicant) of the letter from NVC which contains his/her name and the checklist of documents necessary for obtaining a visa (the one that references the need for police certificates);
- (3) the original and photocopy of a document proving his/her relationship with the principal applicant for the visa if item #2 does not contain the applicant's name;
- (4) the processing fee of HK\$180 per person – payment via cash, Octopus cards or checks payable to “The Government of the Hong Kong Special Administrative Region.”

All applicants must consent to have their fingerprints taken. Each applicant must sign an authorization that the fingerprints can be retained by the Hong Kong Police and that details of any criminal conviction recorded in Hong Kong can be disclosed to the U.S. Consulate General.

Individuals residing outside Hong Kong

Applications should be made in writing to:

The Commission of Police (Attn: EO CNCC)
14/F, Arsenal House
Police Headquarters, 1 Arsenal Street
Wan Chai, Hong Kong

An applicant residing outside Hong Kong must submit the following items. Please note that documents issued in languages other than Chinese or English, must be accompanied by an official transcript, in Chinese or English, endorsed either by the issuing authority or a certificated translation services body.

- (1) his/her Hong Kong Identity Card or valid travel document;
- (2) the original and a photocopy (for each applicant) of the letter from NVC which contains his/her name and the checklist of documents necessary for obtaining a visa (the one that references the need for police certificates);
- (3) the original and photocopy of a document proving his/her relationship with the principal applicant for the visa if item #2 does not contain the applicant's name;
- (4) a full set of the applicant's fingerprints taken and certified by a recognized and official police or law enforcement agency where the applicant currently resides. Certification of the fingerprints must clearly state: (i) the full name and rank of the person taking the prints, (ii)

the full name of the police or law enforcement agency with their official chop; and (iii) the date and place the prints were taken. Prints that do not clearly show certification will be refused. Fingerprints taken by the applicant him/herself, a legal representative or private/commercial agency are also unacceptable.

(5) a bank draft in the amount of HK\$180 per person, made payable to "The Government of the Hong Kong Special Administrative Region." The draft must be payable in Hong Kong. A personal cheque in Hong Kong dollars, which is issued and authorized by any licensed banks in Hong Kong, is also acceptable.

If an applicant is under investigation by the Hong Kong Police or is currently a defendant in criminal proceedings in Hong Kong or is subject to non-payment of fines including traffic offences, his/her application will not be further processed until the matter has been concluded.

The relevant application form, standard personal data form, and fingerprint consent form can be downloaded from the Hong Kong Police homepage at www.police.gov.hk. Any inquiries may be addressed to Certificate of No Criminal Conviction office, email: eo-cncc-ib@police.gov.hk, phone: +852-2860-6557 (for local residents); +852-2860-6558 (for overseas applicants), fax: +852-2200-4321.

Applying for a Police Certificate from Macau

Residents of Macau:

- Age requirement: All applicants should be 16 years of age or older.
- BIR Holder: If the applicant is a Macau Identity Card or "BIR" holder (Bilhete de Identidade de Residente de Macau), the card must be presented with the application.
- Non-BIR Holder: If the applicant is not a BIR holder, he or she must submit documents proving his or her ties to Macau, such as an identification permit of non-resident worker or a testimonial letter from a school or employer in Macau.
- BIR and Non-BIR Holders may personally submit their own applications or they may have a family member or representative submit an application on their behalf. Applications made by a family member must include documentation identifying the applicant, documentation identifying the family member making the application, and documentation proving that the applicant cannot apply in person. Applications made by a representative must include a letter of authorization from the applicant, a photocopy of the applicant's identification, and the representative's original document of identification. If an applicant is not appearing in person, a full set of his/her ten fingerprints must be submitted.
- Fees: Regular application (6 working days) costs 50 patacas (approximately \$6USD). Express application (3 working days) costs 150 patacas (approximately \$19USD).

- Address: Direcção dos Serviços de Identificação - Avenida da Praia Grande, No. 804, Edificia China plaza, 1º andar, Macau.

Non-Residents of Macau:

- Applicants residing outside of Macau may mail an application to Macau P.O. Box 1089.
- Each applicant must submit a letter listing the following information: the applicant's full name, date and place of birth, names of his/her parents, nationality, marital status, purpose for the certificate request (ex: visa application at the U.S. Consulate General) and contact information for the applicant (address and phone number).
- The letter must be signed by the applicant with the print of the applicant's right index finger visible next to the signature. (First time applicants must submit all ten fingerprints.)
- Each applicant must submit documents proving his/her former residence in Macau (documents of identification issued in Macau or a testimonial letter from a former school or employer in Macau).
- Each applicant must submit a photocopy of a relevant document showing his/her parents' names (such as a birth certificate) if the data is not already on record with the Identification Department.
- Each applicant must present a photocopy of a passport issued by the country where the applicant presently resides, or of which the applicant is a national.
- Fees (postage and bank charges included): Standard Service (6 business days) -- bank draft in US\$19.00 or HK\$150.00. Express Service (3 business days) -- bank draft in US\$32.00 or HK\$250.00. Payable to: Direcção dos Serviços de Identificação.

Please note that police certificates and/or any records of conviction may be sent directly to the Consulate General and/or immigration authority. Additional information is available at http://www.dsi.gov.mo/documents/cert_index_e.html

Civil Documents and Police Certificates from Philippines

Applicants who were born in the Philippines or carry passports issued by the Government of the Philippines require the following civil documents:

BIRTH CERTIFICATE – a certified birth certificate from the National Statistics Office (NSO) printed on NSO Security Paper. This is required for all applicants. Applicants with children should also submit a NSO birth certificate for all children, whether or not the child is applying for a visa. Applicants who need to obtain a certified copy of their birth certificate from the NSO can call the NSO Information Center at (63)(2)737-1111 or see the contact list at the end of this document.

MARRIAGE CERTIFICATE – applicants who are/were married in the Philippines must submit an NSO marriage certificate on security paper.

PROOF OF TERMINATION OF MARRIAGE – applicants who had a marriage annulled in the Philippines should submit an annulment certificate from the NSO on security paper. Please note that documents issued by a court must be accompanied by an NSO issued certificate to be accepted. If an applicant had a Philippine national spouse who died, even outside the Philippines, the applicant should submit a death certificate from the NSO on security paper. If an applicant was divorced in Hong Kong or another location, he/she should submit the original and final divorce decree (with English translation if applicable.)

NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE – applicants who have resided in the Philippines after age 16 must have a valid record clearance from the National Bureau of Investigation (NBI). Clearances should be in the applicant’s current name, birth certificate name, maiden name, married name, and any aliases or nicknames ever used, including different spellings of all names ever used. An official letter of explanation from the NBI is required for any notation of “No criminal record”, “No pending criminal case” or “With derogatory record.” NBI is located along Taft Avenue in Manila. You may contact NBI at (632) 523-82-31 to 38. For immigration purposes, an NBI clearance is considered valid only for one year from the date it is issued.

Document Verification for Applicants born in the Philippines or Carrying Passports Issued by the Government of the Philippines

Applicants who were born in the Philippines, hold passports issued by the Government of the Philippines or who have registered a marriage and/or annulment in the Philippines will need to have their documents verified through the National Statistics Office (NSO). Philippine agencies charge a fee for the records search, retrieval services, and for making copies of public records. Applicants will need to pay for the verification process -- please see the instructions below and on the next page. If an applicant has any questions, he/she may contact the Immigrant Visa Unit by sending a fax to (852) 2147-3586 or send an email at http://hongkong.usconsulate.gov/visa_inquiry_form.html. In order to avoid unnecessary delay in the visa issuance process, the Consulate General strongly encourages applicants to pay the document verification fee prior to their visa interview.

Step 1: Please print out this page and fill in the particulars on the lower left hand corner of the form (*in capital letters*). Send a copy of this form to the person who will be paying the fee in the Philippines. This will ensure that the person has all the information they will need to fill out the deposit slip at the bank.

Step 2: Please ask a friend or relative currently in the Philippines to go to any METROBANK branch and pay the 650 peso verification fee. **See next page for specific instructions and follow it from items #1-6. (Please note it is critical to send the text message to Delbros listed**

in bullet #5 and the text message should be sent from a phone in the Philippines. International cell phones may not be able to receive the confirmation response from Delbros thus slowing up the processing of your case.)

Step 3: Please ask the person who paid the fee at METROBANK to send/fax/email you a copy of the validated deposit slip confirming the deposit.

Step 4: Please complete the FPU Preliminary Interview Form. Please complete each item with as much detail as possible. The full spelling of your mother's maiden name and your father's full name is particularly important. Please also list all your aliases including all nicknames. If an item does not apply to you, please write "not applicable." If the form is incomplete in any way, we will have to delay the processing of your visa and the scheduling of your final interview.

Step 5: Please return the completed FPU Preliminary Interview Form AND a legible copy of the METROBANK validated deposit slip AND a copy of the biographic page of your current passport (page with your photo and name on it) to the Immigrant Visa Unit, U.S. Consulate General, 26 Garden Road, Hong Kong.

Please note that the verification results will be sent directly to the U.S. Consulate General.

Complete this information and send it to the person who will be paying the fee:

Case Number: HNK

Principal Applicant (name on your passport):

Date and Place of Birth:

Father's Name:

Mother's Name including Maiden Name:

Petitioner's Name:

Payment Instructions -- Document Verification of Visa Applicants

All deposits will be credited to Delbros International Logistics, Inc. (DELBROS) – the company that will be responsible for handling the document verification request by the U.S. government.

- 1) Go to any branch of **METROBANK** in the Philippines
- 2) Get two (2) copies of appropriate Deposit Slip and fill out the information indicated below:
 - Type of Account: **CURRENT; Peso**
 - Account Number: **7-151-51420-7**
 - Account Name: **Delbros International Logistics Inc.**
 - Amount: **650 pesos** (Note: Only cash deposits are accepted.)
- 3) Proceed to the counter and hand over the cash and deposit slips to the Bank Teller.
- 4) The Bank Teller will give you a duplicate copy of the validated deposit slip --- this is very important as you must send a copy of this slip to the visa applicant in Hong Kong.
- 5) After the fee has been paid, a text message must be sent to DELBROS at **(0917) 5555-313** to confirm the payment. Please note that the text should be sent by someone within the Philippines – we have seen that texts sent from phone numbers outside the Philippines are not received by Delbros. The text message must be in the specific format detailed below – please check message carefully to make sure all details are correct:

Text
Message 

USE/Case No./Visa Applicant's Full Name/
Branch Name/Date of Deposit/Time of Deposit/PHP650

USE = US Embassy

Case No – Case Number assigned to the visa applicant (ex: HNK2007123400)

Visa Applicant's Full Name – format should be same as passport (Last Name, First Name, Middle Name)

Branch Name: - the branch of METROBANK where the money was deposited

Date of Deposit – The date the deposit was made – should be the same date as the one listed on the validated deposit slip.

Time of Deposit – The time the deposit was made – should be the same time as the one listed on the validated deposit slip

PHP650 – The amount deposited (650 pesos)

So an example of the text might read: “USE/HNK2007123400/Dela Cruz, Maria Pablo/Gil Puyat Ave/4Jan2008/1012AM/PHP650”

- 6) After the **text** message is successfully received by DELBROS, the sender will receive a text reply. This is the end of the payment process.

FPU PRELIMINARY INTERVIEW FORM

(PLEASE COMPLETE IN BLOCK LETTERS)

Name of Petitioner: _____ **Case No:** _____
LAST NAME FIRST & MIDDLE NAME

Name of Principal Applicant: _____ **Visa Type:** _____ **Date:** _____
LAST NAME FIRST & MIDDLE NAME

| | | | |
|----------------------------------|-------------------------------|------------------------------|-----------------------------------------|
| Applicant Name | _____ | Nickname/ Alias | _____ |
| | LAST NAME FIRST & MIDDLE NAME | | |
| Date & Place of Birth | _____ | Tel. # / Contact # | _____ |
| Biological Father | _____ | Biological * Mother | _____ |
| Adoptive/Step Father | _____ | Adoptive/Step* Mother | _____ |
| Guardian: | _____ | | <i>* Including Mother's maiden name</i> |

Name/s of Applicant's Brother(s)/Sister(s): use back page for additional space

| Natural &/Or Adoptive | Civil Status | No. of Children | Address |
|-----------------------|--------------|-----------------|---------|
| | | | |
| | | | |
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Name/s of Applicant's Children: use back page for additional space

| Name | Address |
|------|---------|
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| | | | |
|-------------------------------|-------|----------------------------------|-------|
| Spouse/Live-In partner | _____ | Date & Place of Birth | _____ |
| Address | _____ | Tel. # | _____ |

Spouse's Employment History:

| Company Name(s) & Address(es) | Dates Employed |
|-------------------------------|----------------|
| | |
| | |
| | |

Applicant's Educational Background

| | School Name | Year Graduated |
|-------------|-------------|----------------|
| Elementary | _____ | _____ |
| High School | _____ | _____ |
| College | _____ | _____ |

Applicant's Employment History: use back page for additional space

| Company Name | Title or Designation | Dates Employed |
|--------------|----------------------|----------------|
| | | |
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Applicant's Address: (Indicate Purok, Sitio, Zone #, if available) Use back page for additional space

| From Birth to Present | Dates Resided |
|-----------------------|---------------|
| | |
| | |
| | |

Applicant's Signature: _____

Locations of Census Serbilis Centers

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

Metro Manila Outlets

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>EAST AVENUE</u> NSO East Avenue Branch In front of the SSS Building and beside the LRA Building Tel.: (02) 926-89-05 / 926-86-72</p> | <p><u>NSO EDSA</u> Vibal Building Times Street corner EDSA West Triangle, Quezon City Tel.: (02) 926-73-33 / 926-73-29</p> | <p><u>CALOOCAN CITY</u> Caloocan City Hall, Annex Building (across Metropolitan Trial Court) Mabini Street, Caloocan City Tel.: (02) 288-88-11</p> |
| <p><u>MAKATI CITY</u> Ground Floor, Makati City Hall (Old Building) J.P. Rizal Street, Makati City Tel.: (02) 895-14-18</p> | <p><u>MUNTINLUPA CITY</u> Ground Floor, Annex Building Muntinlupa City Hall Putatan, Muntinlupa City Tel.: (02) 862-03-39</p> | <p><u>PASAY CITY</u> Between Halls 8 and 9 (Across DFA Building) Philtrade Center Area Roxas Boulevard, Pasay City Tel.: (02) 833-37-80 / 833-88-42</p> |
| <p><u>PASIG CITY</u> 3rd Floor, Pasig City Hall F. Caruncho Avenue, Pasig City Tel.: (02) 625-42-36</p> | | |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

Luzon Outlets

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>CAR - BAGUIO</u> 3rd Floor, Jupiter Building Andres Bonifacio Street Baguio City (Benguet Province)</p> | <p><u>REGION 3 - PAMPANGA</u> Ground Floor, TLS Building Kalayaan Village, Quebianwan San Fernando City (Pampanga)</p> | <p><u>REGION 4B - CALAPAN</u> Martinez Building, Roxas Drive Barangay Lumangbayan, Calapan City Oriental Mindoro</p> |
| <p><u>REGION 1 - LA UNION</u> 4th Floor, Virginia Building Quezon Avenue San Fernando City (La Union)</p> | <p><u>CABANATUAN</u> 2nd Floor, Liwag Building Burgos Avenue Cabanatuan City (Nueva Ecija)</p> | <p><u>PUERTO PRINCESA</u> 2nd Floor, CBPP Building Rizal Avenue Puerto Princesa City (Palawan)</p> |
| <p><u>VIGAN</u> 2nd Floor, Singson Building Del Pilar corner Mabini Streets Vigan City (Ilocos Sur)</p> | <p><u>OLONGAPO</u> CAP Building # 18 Street, West Bajac Bajac Olongapo City (Zambales)</p> | <p><u>REGION 5 - LEGAZPI</u> 2nd Floor, Volcanic Building Rizal Street, Tinago Legazpi City (Albay)</p> |
| <p><u>DAGUPAN</u> Ground Floor, Barrozo Building A.B. Fernandez East Avenue Dagupan City, Pangasinan</p> | <p><u>REGION 4A - LIPA</u> Ground Floor, Zillion Builders Building Gen. Luna Street, Barangay Sabang Lipa City (Batangas)</p> | <p><u>NAGA</u> 2nd Floor, MMCN Building Panganiban Avenue Naga City (Camarines Sur)</p> |
| <p><u>LAOAG</u> 3rd Floor, Ilocano Heroes Memorial Hall Rizal Street Laoag City Ilocos Norte</p> | <p><u>LUCENA</u> Landco Park, Third Floor Pacific Mall M.L. Tagarao Street Lucena City (Quezon Province)</p> | |
| <p><u>REGION 2 - CAGAYAN</u> Ground Floor, Gonzaga Street Extension Ugac Norte, Tuguegarao City (Cagayan Valley)</p> | <p><u>TRECE MARTIREZ</u> 2nd Floor, First Stone Arcade II Governor's Drive Trece Martirez (Cavite)</p> | |
| <p><u>BAYOMBONG</u> Third Floor, Dumlao Building Barangay Sta. Rosa Bayombong, Nueva Vizcaya</p> | | |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

Visayas Outlets

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|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p><u>REGION 6 - ILOILO</u> 2nd Floor, Villanueva Building J.M. Basa corner Rizal Streets Iloilo City (Iloilo)</p> | <p><u>REGION 7 - CEBU</u> JIF Building M.J. Cuenco Street Cebu City (Cebu)</p> | <p><u>REGION 8 - TACLOBAN</u> 2nd Floor, Uy Ting Koc Building Sen. Enage Street Tacloban City (Leyte)</p> |
| <p><u>BACOLOD</u> 4th Floor, G&M Building San Juan corner Luzuriaga Streets Bacolod City (Negros Occidental)</p> | <p><u>DUMAGUETE</u> 2nd Floor, 220 North Road Dumaguete City (Negros Oriental)</p> | <p><u>CATBALOGAN</u> 2nd Floor, Noble Building Rizal Avenue, Catbalogan Samar</p> |
| <p><u>KALIBO</u> Fortunato Quimpo Street Kalibo, Aklan</p> | | |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

Mindanao Outlets

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><u>REGION 9 - ZAMBOANGA</u> 2nd Floor, Cortez Building Dr. Evangelista Street Barangay Sta. Catalina Zamboanga City (Zamboanga del Sur)</p> | <p><u>Region 11 - DAVAO</u> Ango building Davao City (Davao del Sur)</p> | |
| <p><u>DIPOLOG</u> Ground Floor, Barbaso Building Magsaysay Street, Dipolog City Zamboanga del Norte</p> | <p><u>REGION 12 - GENERAL SANTOS</u> 2nd Floor, Pietros Hotel National Highway General Santos City (South Cotabato)</p> | |
| <p><u>REGION 10 - CAGAYAN DE ORO</u> B3 and B4 Pride Rock Business Park Gusa, Cagayan de Oro City (Misamis Oriental)</p> | <p><u>ARMM - COTABATO</u> Ground Floor, Carumba Building Jupiter Street, Cotabato City (ARMM)</p> | |
| <p><u>OZAMIS</u> 2nd Floor, Casa Esperanza Building Don Anselmo Bernard Avenue Ozamis City (Misamis Oriental)</p> | <p><u>CARAGA - BUTUAN</u> Ground Floor, Acerado Building Ochoa Avenue Butuan City (Agusan del Norte)</p> | |
| <p><u>ILIGAN</u> Mezzanine Floor, Elena Tower Inn National Highway, Tibanga Iligan City, Lanao del Norte</p> | <p><u>TANDAG</u> 2nd Floor, Sulight Building Donasco Street Tandag, Surigao del Sur</p> | |