



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

PASSENGER SERVICE AND PROCESSING DIVISION

NAME OF DIVISION	PROCESS	REQUIREMENTS	WHERE TO SECURE
Passenger Service and Processing	Clearance of Travelers/Crew and Their Baggage Without Dutiable Goods	e-Travel QR Code/Customs Baggage Declaration Form (manual declaration)	via online - etravel.gov.ph / Bureau of Customs - Arrival Area Counter (manual declaration)
	Processing in the Declaration of Currency	e-Travel QR Code/Customs Baggage Declaration Form	
	Clearance of Travelers/Crew and their Baggage Containing Dutiable Goods	e-Travel QR Code/Customs Baggage Declaration Form (manual declaration)	
		Permit/Clearance/Certificate (if regulated goods)	Concerned regulating agency
		Commercial Invoice/ Receipt	Seller/Store
	Procedure in the Issuance of the Held Baggage Receipt (HBR)	e-Travel QR Code/Customs Baggage Declaration Form (manual declaration)	via online - etravel.gov.ph / Bureau of Customs - Arrival Area Counter (manual declaration)
		Commercial Invoice/ Receipt	Seller/Store
		Permit/Clearance/Certificate (if regulated goods)	Concerned regulating agency
	Issuance and Processing of Owner's Pre-Departure Declaration Form	Owner's Pre-Departure Declaration Form	Bureau of Customs - Departure Area Counter
		Payment of documentary stamp (P130.00)	
		Permit/Clearance/Certificate/License (if regulated goods)	Concerned regulating agency
	Processing of Special Permit to Load	Special Permit to Load Form	Bureau of Customs - Departure Area Counter
		Payment of documentary stamp (P130.00)	
		Permit/Clearance/Certificate/License (if regulated goods)	Concerned regulating agency
	Processing of Clearance of Interline Baggage	e-Travel QR Code/Customs Baggage Declaration Form (manual declaration)	Provided by traveler to the airline representative
		Passport (copy), Authorization	
		Unclaimed Baggage Releasing Report; Baggage Acknowledgment Receipt	Interline Baggage - BOC Arrival Area

