DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs **Authentication Division**

AUTHENTICATION APPLICATION FORM

Control No. (Do not fill this out)	PROCEDURES FOR A	UTHENTICATION APPLICATION	
Pls. check box for preferred transaction		tion Form while waiting for your queue. sary documents before you proceed to	
□ Expedite After 1 working day Fee: ₱200 per document □ Regular After 3 working days Fee: ₱100 per document	documents to the Processor STEP 4: Pay corresponding	fees to the Cashier. I ID and the official receipt to claim the	
NAME OF THE OWNER			
Last Name Firs	st Name	Middle Name	
Name of Representative		Contact Number	
PROCESSING OF DOCUMENTS To be filled-out by Applicant/Representative			
 This is to certify that I read the conditions below and fully understand its consequence: Submission of a Falsified or Forged document is PUNISHABLE BY LAW and will be dealt with accordingly; That I am aware of the condition of my document/s submitted; In case my document/s will be submitted to a country where the Apostille Convention does not apply, I undertake to contact and/or present the said document/s to the concerned foreign Embassy/Consulate in the Philippines for legalization. The DFA assumes no responsibility with the Apostillized document if the same will not be accepted by the receiving country; and The DFA assumes no responsibility for any delay, delivery error, loss or damage to the document once it has been released to my authorized representative/courier company. 			
Signature over Printed Name (Applicant/Representative)	Date	Country of Destination	
To be filled-out by Processor			
Total Number of Document/s: Receiving Processor			
FOR VERIFICATION (please specify)			
□ FOR ENCODING UNIT			
OTHER REMARKS:			
RELEASING OF DOCUMENTS <u>To be filled-out by Releasing Personnel upon release</u> Total Number of Released Document/s:			
Remarks:	Releasing Pers	onnel:	
To be filled-out by Applicant/Representative upon release			
This is to certify that I received the Apostillized document/s and the entries therein are correct based on the submitted document/s; I received a total of document/s.			
i Signature over Printed Name (Applicant/Repi 	resentative)	Date	

<u>IMPORTANT NOTICE:</u>
All **unclaimed** document/s **will be disposed of after three (3) months** from the scheduled date of release.

REQUIREMENTS

*Filing/Claiming Authentication applications via Authorized Representative:

- Authorization letter from the owner; (For Minor Applicants Original Special Power of Attorney executed by parent/s)
- 2) Photocopy of the owner's ID (refer to the list of acceptable IDs below) bearing his/her signature; and
- 3) Photocopy and original copy of representative's ID

Acceptable IDs:
*All digitized Philippine government-issued IDs bearing the signature of the applicant.

*Other acceptable IDs: Senior Citizen's ID, Solo Parent ID, PWD ID, Voter's ID, Voter's Certification, Passport, Seaman's Book and Alumni ID or Student ID (1 year upon graduation)

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TYPE OF DOCUMENT (To be checked by Department Personnel only)			
1. NBI Clearance/Sundry	☐ Original document issued by National Bureau of Investigation (NBI) with dry seal  Note: Personal copy is not valid.		
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR, Advisory on Marriage and/or Negative Records)	<ul> <li>□ Original document issued by Philippine Statistics Authority (PSA)/ National Statistics Office (NSO)</li> <li>□ For newly registered records, Local Civil Registrar (LCR) copy should be certified by PSA.</li> <li>Note: Provide an LCR copy of Birth (Form 1A)/Death (Form 2A)/Marriage (Form 3A) Certificate if the entries from PSA/NSO are UNCLEAR</li> </ul>		
3. School Documents	Columbate in the chance from 1 GAMAGO are CHOLEAN		
A. For Elementary and High School Level (Form-137 and Diploma)  B. For Technical and Vocational Courses	<ul> <li>□ Certified True Copies from the school; and</li> <li>□ Certification, Authentication and Verification (CAV) from</li> <li>□ DepEd Regional Office</li> <li>□ Certified True Copies from the school; and</li> <li>□ Certification, Authentication and Verification (CAV) from</li> </ul>		
(TOR and Diploma/National Certificate)	Technical and Skills Development Authority (TESDA)		
C. For State Colleges and Universities (TOR and Diploma)	☐ Certified True Copy and Certification, Authentication and Verification (CAV) from the school		
D. For Private/Local Colleges and Universities (TOR and Diploma)	<ul> <li>Certified True Copies from the school; and</li> <li>Certification, Authentication and Verification (CAV) from</li> <li>Commission on Higher Education (CHED)</li> </ul>		
4. Professional Regulations Commission (PRC) document/s	☐ Certified True Copies from PRC		
5. Medical Certificate/s	☐ For employment : DOH stamp per document For other purpose : Certification issued by DOH with attached Medical Certificate		
6. Civil Aviation Authority (CAAP) issued document/s	☐ Certified by CAAP		
7. Driver's License	☐ Certification from Land Transportation Office (LTO Main Branch only)		
8. Certificate of Employment/Invitation Letter/Trainings/ Seminars/ Baptismal Certificates and any other documents issued by a private entity	<ul> <li>Notarized Affidavit stating necessary factual circumstances and indicating certificate/s as attachment/s</li> <li>Certificate of Authority for a Notarial Act (CANA) signed by the Executive Judge/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)</li> <li>Note: Copy of Notarial Commission is not the same as Certificate of Authority for a Notarial Act</li> </ul>		
9. Special Power of Attorney/Memorandum of Agreement/ Memorandum of Understanding/Any other form of Contract/ Affidavit of Consent or Advice/Joint Affidavit/Other Affidavits	☐ Certificate of Authority for a Notarial Act (CANA) signed by the Executive Judge/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)		
10. Court Document/s (Decision, Resolution/Order)	☐ Certified True Copies from the Court		
11. Immigration Record/s	☐ Certified by Bureau of Immigration (BI)		
12. DSWD Clearance	<ul> <li>Original document issued by Department of Social Welfare and Development</li> </ul>		
13. Police Clearance/Sundry	☐ Original document issued by Philippine National Police (PNP)		
14. Business Registration and Other Documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	☐ Certified true copy from the issuing office		
15. Barangay Clearance/Certificate	<ul> <li>Mayor's certification/clearance which has a jurisdiction over the Barangay</li> </ul>		
16. Export Document/s	☐ Certified by Philippine Chamber of Commerce (PCCI), Department of Health (DOH), Department of Agriculture (DA) or by the Bureau of Food and Drugs (BFAD), depending on the nature of the document		

Authentication requirements may be subject to change. The Department may require additional supporting documents if necessary.

### *** Important advisory Authentication Services are also offered at the following DFA Offices nearest you: •DFA CO NCR-West (5F, SM City Manila) •DFA CO NCR-East (7F, SM Megamall, Mandaluyong City) •DFA CO NCR-South (4F, Metro Alabang Town Center, Muntinlupa City) •DFA CO NCR-Northeast (Level 2, Ali Mall, Cubao, Quezon City) •DFA CO Pampanga (Robinson's Place, San Fernando, Pampanga)

•DFA CO Davao (3F, SM Davao, Davao City)

•DFA CO Cebu (4th Level, Pacific Mall, Mandaue City, Cebu)

### **Authentication Concerns?**

Please call (632) 834-4000 local 2106/2266 or email oca.authentication@dfa.gov.ph