

DEPARTMENT OF FOREIGN AFFAIRS
Office of Consular Affairs
Authentication Division
AUTHENTICATION APPLICATION FORM

Control No. (Do not fill this out)	PROCEDURES FOR AUTHENTICATION APPLICATION 1. Please PRINT and present your confirmed appointment letter to Appointment Verification Counter. (EDITING, REVISING OR ALTERING THE APPOINTMENT LETTER IS CONSIDERED FALSIFICATION OF PUBLIC DOCUMENT AND IS PUNISHABLE BY LAW). 2. Present your confirmed appointment letter to the Appointment Verification Counter. 3. Prepare the necessary documents before you proceed to the processing window. 4. Present your ID (original and photocopy) together with the documents to the processor for assessment. 5. Pay corresponding fees to the Cashier. 6. Bring your original ID and the official receipt to claim the document on the scheduled date and time of release.
Pls. check box for preferred transaction	
<div><input type="checkbox"/> Expedite After 1 working day Fee: ₱200 per document</div> <div><input type="checkbox"/> Regular After 3 working days Fee: ₱100 per document</div>	

Please fill-out the required entries. (*)

*Name of the Owner (last name, first name, middle name)	
*Name of Representative (last name, first name, middle name)	*Contact Number

PROCESSING OF DOCUMENTS

To be filled-out by Applicant/Representative (PLEASE READ)

This is to certify that I read the conditions below and fully understand its consequence:

1) Submission of a falsified or forged document is **PUNISHABLE BY LAW** and will be dealt with accordingly;

2) That I am aware of the condition of my document/s submitted;

3) 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.

4) The DFA assumes no responsibility with the Apostillized document if the same will not be accepted by the receiving country; and

5) 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.

6) For verification/certification (if applicable) ☐
I fully understand that the document/s submitted to the DFA-Authentication Division is/are subject to verification with the issuing agency. I am aware that the release of the of the submitted document/s could be three (3) working days **and beyond** depending on the compliance of the verification request from the issuing agency.

I also hereby authorize the **Department of Foreign Affairs (DFA)** to verify my submitted records/documents issued by your office, in connection to my application for Authentication/ Apostillization. I am fully aware of my rights under Republic Act 10173– Data Privacy Act of 2012 which I voluntarily waive for purposes of said verification

*Signature over Printed Name (Applicant/Representative)	*Date	*Country of Destination
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To be filled-out by Processor

Total Number of Document/s: _____	Receiving Processor: _____
FOR VERIFICATION (please see item 6):	<div><input type="checkbox"/> No Specimen <input type="checkbox"/> For Certification</div> <div><input type="checkbox"/> Updated Specimen <input type="checkbox"/> Others: _____</div>

REMARKS: _____

RELEASING OF DOCUMENTS

To be filled-out by Releasing Personnel upon release

Total Number of Released Document/s: _____
Remarks: _____ Releasing Personnel: _____

To be filled-out by Applicant/Representative upon release

1. This is to certify that I received the Apostillized document/s and the entries therein are correct based on the submitted document/s;

2. I received a total of _____ document/s.

*Signature over Printed Name (Applicant/Representative)	*Date
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IMPORTANT NOTICE:
All unclaimed document/s will be disposed of after three (3) months from the scheduled date of release.

DOCUMENTARY REQUIREMENTS

***Filing/Claiming Authentication applications via Authorized Representative :**

- 1) 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)

TYPE OF DOCUMENT (To be checked by Department Personnel only)	
1. NBI Clearance/Sundry	<input type="checkbox"/> Original document issued by National Bureau of Investigation (NBI) with dry seal <i>Note: Personal copy is not valid.</i>
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR, Advisory on Marriage and/or Negative Records)	<input type="checkbox"/> Original document issued by Philippine Statistics Authority (PSA)/ National Statistics Office (NSO) <input type="checkbox"/> For newly registered records, Local Civil Registrar (LCR) copy should be certified by PSA. <i>Note: Provide an LCR copy of Birth (Form 1A)/Death (Form 2A)/Marriage (Form 3A) Certificate if the entries from PSA/NSO are UNCLEAR</i>
3. School Documents	
A. For Elementary and High School Level (Form-137 and Diploma)	<input type="checkbox"/> Certified True Copies from the school; and <input type="checkbox"/> Certification, Authentication and Verification (CAV) from DepEd Regional Office
B. For Technical and Vocational Courses (TOR and Diploma/National Certificate)	<input type="checkbox"/> Certified True Copies from the school; and <input type="checkbox"/> Certification, Authentication and Verification (CAV) from Technical and Skills Development Authority (TESDA)
C. For State Colleges and Universities (TOR and Diploma)	<input type="checkbox"/> Certified True Copy and Certification, Authentication and Verification (CAV) from the school
D. For Private/Local Colleges and Universities (TOR and Diploma)	<input type="checkbox"/> Certified True Copies from the school; and <input type="checkbox"/> Certification, Authentication and Verification (CAV) from Commission on Higher Education (CHED)
4. Professional Regulations Commission (PRC) document/s	<input type="checkbox"/> Original/Certified True Copies from PRC
5. Medical Certificate/s	<input type="checkbox"/> 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	<input type="checkbox"/> Certified by CAAP
7. Driver's License	<input type="checkbox"/> Certification from Land Transportation Office
8. Certificate of Employment/Invitation Letter/Trainings/ Seminars/ Baptismal Certificates and any other documents issued by a private entity	<input type="checkbox"/> Notarized Affidavit stating necessary factual circumstances and indicating certificate/s as attachment/s <input type="checkbox"/> 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) <i>Note: Copy of Notarial Commission is not the same as Certificate of Authority for a Notarial Act</i>
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	<input type="checkbox"/> 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)	<input type="checkbox"/> Certified True Copies from the Court
11. Immigration Record/s	<input type="checkbox"/> Certified by Bureau of Immigration (BI)
12. DSWD Clearance	<input type="checkbox"/> Original document issued by Department of Social Welfare and Development
13. Police Clearance/Sundry	<input type="checkbox"/> 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.)	<input type="checkbox"/> Certified true copy from the issuing office
15. Barangay Clearance/Certificate	<input type="checkbox"/> Mayor's certification/clearance which has a jurisdiction over the Barangay
16. Export Document/s	<input type="checkbox"/> 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
17. Foreign Document (for use in the Philippines only)	<input type="checkbox"/> Original/Photocopy 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)

For authentication concerns:

**Please call 8651-9400 local 2266
or email oca.authentication@dfa.gov.ph**

For verification concerns:

**Please call 8651-9400 local 2109
or email oca.verification@dfa.gov.ph**