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

Control No.

A. Pls. check box for preferred transaction
- Expedite: 1 working day
  Fee: ₱200 per document
- Regular: 4 working days
  Fee: ₱100 per document

Procedures for Authentication Application
1. Fill out this Application Form (Sections A to C)
2. Proceed to Processing Window and present valid ID.
3. Pay corresponding fees to the Cashier.
4. Bring machine-validated receipt and claim the Authenticated document on the indicated release date

B. Name of Applicant/ Exporting Company (in the document/s)

Surname (Family Name) First Name Surname (Family Name) First Name

Address

Name of Representative:

Contact number/email address

*An Authorized Representative may file/claim Authentication applications and must present the following:
1) Original notarized and acknowledged Special Power of Attorney (SPA) from the applicant; 2) Photocopy of the applicant’s ID (list of acceptable IDs at the back page) bearing his/her signature; and 3) Photocopy of representative’s own ID (list of acceptable IDs at the back page) bearing his/her signature.

C. Please check box for type of document to be authenticated (Please see back page for requirements)

<table>
<thead>
<tr>
<th>Type of Document</th>
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<th>Type of Document</th>
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</thead>
<tbody>
<tr>
<td>NBI Clearance/Sundry Information/ Police Clearance</td>
<td>Medical/AIDS Free Certificate</td>
<td>CAAP Certification</td>
<td>NBI Clearance/Sundry Information/ Police Clearance</td>
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- For Official Use Only

Total Number of Documents for Authentication: ____________ Purpose: ____________

Processor’s Remarks (Please do not fill this up): ____________________________________________

* Important Notice:
1) This form, when duly signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided;
2) Submission of a falsified or forged document is punishable by law and shall be dealt with accordingly;
3) If you wish to have your documents claimed by a courier company, a notarized SPA with photocopy of your valid ID must be presented upon release/pick-up; and
4) The DFA assumes no responsibility for any delay, delivery error, loss or damage to the document once it has been released to your authorized representative/courier company.

D. Releasing

Signature over Printed Name Date Filed Receiving Processor

* Important Notice:
1) The signature on the space below indicates the applicant’s confirmation of the accuracy of the entries contained on the authentication certificate;
2) Request for correction of entries on the Authentication Certificate must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of the Authenticated Document;
3) Request for corrections made beyond 24 hours shall be charged with the corresponding authentication fees; and
4) All unclaimed DFA Authentication Certificates will be disposed of after three (3) months from the schedule date of release due to lack of storage space. This measure is also undertaken to minimize the risk of fire hazard.

Signature over Printed Name Date Received Releasing Personnel

Authentication Concerns? Please call (632) 834-4000 loc 2106 or 2266 or email: authentication.verification@dfa.gov.ph
Alternate email: authenticationdfa@gmail.com