



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

Control No.
A. Pls. check box for preferred transaction
<input type="checkbox"/> Expedite: 1 working day Fee: ₱200 per document
<input type="checkbox"/> Regular : 4 working days Fee: ₱100 per document

Procedures for Authentication Application
<ol style="list-style-type: none"> 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	Middle Name
Address		Contact number/email address
Name of Representative:		Contact number:

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)

Type of Document	For Official Use Only	Type of Document	For Official Use Only	Type of Document	For Official Use Only
<input type="checkbox"/> PSA/NSO: Birth/Marriage/Death Certificate/ Advisory/ Cenomar	<input type="checkbox"/>	<input type="checkbox"/> PRC ID/Cert. of Registration/ Board Cert./ Rating/Certification	<input type="checkbox"/>	<input type="checkbox"/> Export/Import Documents: Certificate of Origin/Sales/ Invoice/ Packing List/ Bill of Landing/Export Declaration, etc.	<input type="checkbox"/>
<input type="checkbox"/> PSA/NSO: Muslim Docs (Marriage/ Divorce/ Conversion)	<input type="checkbox"/>	<input type="checkbox"/> Employment/Training Cert./ Seminar/Resume	<input type="checkbox"/>	<input type="checkbox"/> Barangay Certificate with Mayor's Certification	<input type="checkbox"/>
<input type="checkbox"/> State U/ CHED/ TESDA/ C.A.V.: Diploma/ Transcript of Records	<input type="checkbox"/>	<input type="checkbox"/> SPA/Agreement/Affidavits/ Deed of Sale/MOA	<input type="checkbox"/>	<input type="checkbox"/> Oath or Renunciation	<input type="checkbox"/>
<input type="checkbox"/> DepEd C.A.V.: Elementary/ High School Form 137/ Diploma	<input type="checkbox"/>	<input type="checkbox"/> Court Decision/Resolution Order/Finality	<input type="checkbox"/>	<input type="checkbox"/> NCMF Certification	<input type="checkbox"/>
<input type="checkbox"/> Medical/AIDS Free Certificate	<input type="checkbox"/>	<input type="checkbox"/> LTO License Certification	<input type="checkbox"/>	<input type="checkbox"/> Others: _____	<input type="checkbox"/>
<input type="checkbox"/> Medical/AIDS Free Certificate	<input type="checkbox"/>	<input type="checkbox"/> DSWD Clearance/Adoption Decree	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> NBI Clearance/Sundry Information/ Police Clearance	<input type="checkbox"/>	<input type="checkbox"/> CAAP Certification	<input type="checkbox"/>		<input type="checkbox"/>

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 will 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.

.....
Signature over Printed Name

.....
Date Filed

.....
Receiving Processor

D. Releasing*** 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