## AUTHENTICATION APPLICATION FORM

<table>
<thead>
<tr>
<th>Control No. (Do not fill this out)</th>
<th>PROCEDURES FOR AUTHENTICATION APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pls. check box for preferred transaction</td>
<td><strong>STEP 1:</strong> Fill out this Application Form while waiting for your queue.</td>
</tr>
<tr>
<td>□ Expedite</td>
<td><strong>STEP 2:</strong> Prepare the necessary documents before you proceed to the processing window.</td>
</tr>
<tr>
<td>After 1 working day</td>
<td><strong>STEP 3:</strong> Present your ID (original &amp; photocopy) together with the documents to the Processor for assessment.</td>
</tr>
<tr>
<td>Fee: ₱200 per document</td>
<td><strong>STEP 4:</strong> Pay corresponding fees to the Cashier.</td>
</tr>
<tr>
<td>After 4 working days</td>
<td><strong>STEP 5:</strong> Bring your original ID and the official receipt to claim the document on the scheduled date and time of release.</td>
</tr>
<tr>
<td>Fee: ₱100 per document</td>
<td></td>
</tr>
</tbody>
</table>

### NAME OF THE OWNER

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

### 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:

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.

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**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:**

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### RELEASING OF DOCUMENTS

**To be filled-out by Releasing Personnel upon release**

- **Total Number of Released Document/s:**
- **Remarks:**
- **Releasing Personnel:**

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**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.

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**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.
Authentication Services are also offered at the following DFA Offices nearest you:

**Important advisory**

*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)*

### Requirements (To be checked by Department Personnel only)

<table>
<thead>
<tr>
<th><strong>TYPE OF DOCUMENT</strong></th>
<th>REQUIREMENTS</th>
</tr>
</thead>
</table>
| 1. NBI Clearance/Sundry | □ Original document issued by National Bureau of Investigation (NBI) with dry seal  
*Note: Personal copy is not valid* |
□ For newly registered records, Local Civil Registrar (LCR) copy should be certified by PSA.  
*Note: Provide an LCR copy of Birth (Form 1A)/Death (Form 2A)/Marriage (Form 3A) Certificate if the entries from PSA/NSO are UNCLEAR* |
| 3. School Documents | □ Certified True Copies from the school; and  
□ Certification, Authentication and Verification (CAV) from DepEd Regional Office |
| 4. Professional Regulations Commission (PRC) document/s | □ Certified True Copies from PRC |
| 5. Medical Certificate/s | □ For employment: DOH stamp per document  
□ For other purposes: 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 | □ Notarized Affidavit stating necessary factual circumstances and indicating certificate/s as attachment/s  
□ 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)  
*Note: Copy of Notarial Commission is not the same as Certificate of* |
| 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 | □ Original document issued by Department of Social Welfare and Development |
| 13. Police Clearance/Sundry | □ Original document issued by Philippine National Police (PNP)  
□ Certified true copy from the issuing office |
| 14. Business Registration and Other Documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | □ Mayor’s certification/clearance which has a jurisdiction over the Barangay |
| 15. Barangay Clearance/Certificate | □ 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 |
| 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, All Mall, Cebu, 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  
oc.a.authentication@dfa.gov.ph