



# 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)

<b>TYPE OF DOCUMENT (To be checked by Department Personnel only)</b>	
<b>1. NBI Clearance/Sundry</b>	<input type="checkbox"/> Original document issued by National Bureau of Investigation (NBI) with dry seal <i>Note: Personal copy is not valid.</i>
<b>2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR, Advisory on Marriage and/or Negative Records)</b>	<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 <b>UNCLEAR</b></i>
<b>3. School Documents</b>	
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)
<b>4. Professional Regulations Commission (PRC) document/s</b>	<input type="checkbox"/> Certified True Copies from PRC
<b>5. Medical Certificate/s</b>	<input type="checkbox"/> For employment : DOH stamp per document <input type="checkbox"/> For other purpose : Certification issued by DOH with attached Medical Certificate
<b>6. Civil Aviation Authority (CAAP) issued document/s</b>	<input type="checkbox"/> Certified by CAAP
<b>7. Driver's License</b>	<input type="checkbox"/> Certification from Land Transportation Office (LTO Main Branch only)
<b>8. Certificate of Employment/Invitation Letter/Trainings/ Seminars/ Baptismal Certificates and any other documents issued by a private entity</b>	<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 ( <i>issued by the Regional Trial Court</i> ) <i>Note: Copy of Notarial Commission is not the same as Certificate of Authority for a Notarial Act</i>
<b>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</b>	<input type="checkbox"/> Certificate of Authority for a Notarial Act (CANA) signed by the Executive Judge/Vice-Executive Judge/any office authorized signatories ( <i>issued by the Regional Trial Court</i> )
<b>10. Court Document/s (Decision, Resolution/Order)</b>	<input type="checkbox"/> Certified True Copies from the Court
<b>11. Immigration Record/s</b>	<input type="checkbox"/> Certified by Bureau of Immigration (BI)
<b>12. DSWD Clearance</b>	<input type="checkbox"/> Original document issued by Department of Social Welfare and Development
<b>13. Police Clearance/Sundry</b>	<input type="checkbox"/> Original document issued by Philippine National Police (PNP)
<b>14. Business Registration and Other Documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit &amp; Licensing Office, etc.)</b>	<input type="checkbox"/> Certified true copy from the issuing office
<b>15. Barangay Clearance/Certificate</b>	<input type="checkbox"/> Mayor's certification/clearance which has a jurisdiction over the Barangay
<b>16. Export Document/s</b>	<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

❖ **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**