

DEPARTMENT OF FOREIGN AFFAIRS
Office of Consular Affairs
Authentication Division

AUTHENTICATION APPLICATION FORM

Control No. (Do not fill this out)	PROCEDURES FOR AUTHENTICATION APPLICATION
Kindly tick the box for preferred transaction	1. PRINT and PRESENT your confirmed appointment letter to Appointment Verification Counter. <i>Note: Editing, revising, or altering the appointment letter is considered FALSIFICATION OF PUBLIC DOCUMENT AND IS PUNISHABLE BY LAW.</i>
<input checked="" type="checkbox"/> Expedite	2. PREPARE the necessary documents before you proceed to the processing window.
<input type="checkbox"/> Regular	3. PRESENT your ID (original and photocopy) together with the documents to the processor for assessment (for the list of acceptable IDs, please refer to the back page of this form).
*Dates of release may change without prior notice.	4. PAY corresponding fees to the cashier.
	5. BRING your original ID and the official receipt to claim the document on the scheduled date and time of release.

Please fill out all the required entries indicated with a check mark. (✓) Please write legibly.

✓ Name of the Owner (Last Name, First Name, Middle Name)	✓ Age	✓ Sex (M/F)	✓ Nationality
✓ Name of Representative (Last Name, First Name, Middle Name)	✓ Contact Number		
✓ Email Address			

TERMS AND CONDITIONS

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

This is to certify that I have read and accept the conditions below:

1) Submission of a falsified or forged document is punishable by law and will be dealt with accordingly;

2) I am aware of the entries and physical conditions of my submitted document/s;

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 it 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, kindly tick the box if you agree (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 submitted document/s depends on the compliance of the issuing agency to the verification request.

7) **Data Sharing Agreement Clause:** I also hereby authorize the Department of Foreign Affairs to verify my submitted records or documents, in connection to my application for Authentication/Apostillization. I am fully aware of my rights under the Republic Act 10173 - Data Privacy Act of 2012 and the Data Sharing Agreement, and by filling up this form, I am consenting to the collection, processing, and use of the information according to this Act. I also hereby authorize the Department of Foreign Affairs to share the information with other agencies for the purpose of verifying the public document for authentication.
☐

8) **IMPORTANT NOTICE:**
All unclaimed document/s will be **disposed of after three (3) months** from the scheduled date of release

✓ Signature over Printed Name (Applicant/Representative)

✓ Date

✓ Country of Destination

PROCESSING OF DOCUMENTS

To be filled out by Processor

Type of Document/s: _____ Total Number of Document/s: _____ Receiving Processor: _____

☐ Verified Signature ☐ Verifiable Online ☐ RSE ☐ Complete Entries/Attachments ☐ Follow _____

Remarks: _____

For Verification (Please see Item 6 above of the terms and conditions):

☐ No Specimen ☐ Outdated Specimen ☐ Digitized Specimen ☐ With Annotation

☐ For Certification ☐ Others: _____

Please fill out all the required entries indicated with a check mark. (✓)

RELEASING OF DOCUMENTS

To be filled out by DFA Releasing Personnel upon Release

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

Remarks: _____

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

IMPORTANT NOTICE:
All unclaimed document/s will be disposed of after three (3) months from the scheduled date of release.

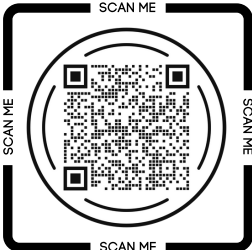
AUTHENTICATION / APOSTILLE DOCUMENTARY REQUIREMENTS
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<p>FILING/CLAIMING AUTHENTICATION APPLICATIONS THROUGH AUTHORIZED REPRESENTATIVES:</p> <ol style="list-style-type: none"> 1. Authorization letter from the owner; (For minor applicants, an original Special Power of Attorney executed by the parent(s) is required.) 2. Photocopy of the owner's ID bearing his/her signature. 3. Photocopy and original copy of the representative's ID.

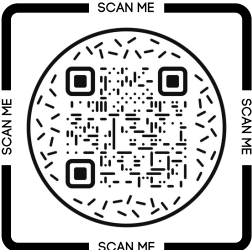
- | TYPE OF DOCUMENTS | DOCUMENTS TO COMPLY / DOKUMENTONG KAILANGANG IPASA |
|-------------------|--|
|-------------------|--|

1. NBI CLEARANCE/SUNDRY	Original document issued by National Bureau of Investigation (NBI) with dry seal. Note: Personal Copy id not valid.
2. BIRTH/MARRIAGE/DEATH CERTIFICATE (CENOMAR / ADVISORY ON MARRIAGES AND/OR NEGATIVE RECORDS)	1. Original document issued by Philippine Statistics Authority (PSA)/ National Statistics Office (NSO) 2. For newly registered records, Local Civil Registry (LCR) Copy should be certified by PSA Note: 1. PROVIDE AN LCR COPY OF BIRTH (FORM 1A) /DEATH FORM 2A)/ MARRIAGE (FORM 3A) CERTIFICATES IF THE ENTRIES ARE UNCLEAR OR HAVE ERASURES/DELETION. 2. DISCREPANCIES IN QR CODE ENTRIES ARE AUTOMATICALLY FOR REPLACEMENT AS PER PHILIPPINE STATISTICS AUTHORITY (PSA)
3. SCHOOL DOCUMENTS	
A. For Elementary and Vocational Courses (Form 137 and Diploma)	1. Certified True Copies from the school; and 2. Certification, Authentication and Verification (CAV) from DepED Regional Office
B. For Technical and Vocational Courses (TOR and Diploma/National Certificate)	1. Certified True Copies from the school; and 2. Certification, Authentication and Verification (CAV) from Technical and Skills Development Authority (TESDA)
C. For State Colleges and Universities (TOR and Diploma)	Certified True Copies and Certification, Authentication and Verification (CAV) from the School
D. For Private/Local Colleges and Universities (TOR and Diploma)	1. Certified True Copies from the school; and 2. Certification, Authentication and Verification (CAV) from Commission on Higher Education (CHED)
4. PROFESSIONAL REGULATIONS COMMISSION (PRC) document/s	Original (except Board Certificate, Board Rating, and ID)/ Certified True Copies from PRC
5. MEDICAL CERTIFICATE/S	1. For Employment: DOH Stamp per document 2. For Other Purpose: Certification issued by DOH with attached Medical Certificates
6. CIVIL AVIATION AUTHORITY (CAAP) issued document/s	Certified by CAAP
7. DRIVER'S LICENSE	Certification (with receipt) from Land Transportation Officer (LTO)
8. CERTIFICATE OF EMPLOYMENT/INVITATION LETTER/TRAININGS/ SEMINARS/BAPTISMAL CERTIFICATES AND ANY OTHER DOCUMENTS ISSUED BY PRIVATE ENTITY	Notarized Affidavit stating the following: 1. a. Attest the document is accurate b. Do not attach public documents c. Indicate private document as <u>attachment</u> to affidavit. 2. 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 Authority for a Notarial Act.
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	1. Notarized Instrument 2. 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 Authority for a Notarial Act.
10. COURT DOCUMENT/S (Decision, Resolution/Order)	Certified True Copies from the Court (all pages).
11. IMMIGRATION RECORD/S	Certified by Bureau of Immigration (BI)
12. DSWD CLEARANCE	Original document issued by Department of Social Welfare and Development (DSWD)
13. POLICE CLEARANCE/SUNDRY	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.)	Certified true copy from the issuing office
15. BARANGAY CLEARANCE/CERTIFICATE	Mayor's certification/clearance which has a jurisdiction over the Barangay.
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.
17. FOREIGN DOCUMENT/S (for use in the Philippines ONLY)	Original/Photocopy of the document Note: Foreign documents should be attested first by the issuing country's embassy or consulate.
18. PASSPORT CERTIFICATION	Certification from Passport Division with Certified True Copy (CTC) of Passport bio page.

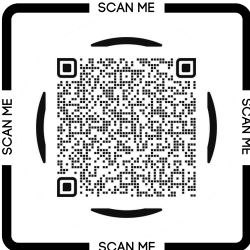
CONTACT INFORMATION	
Authentication Division	<p><i>For authentication concerns:</i> 8651-9400 / 8834-4000 local 2266 / 2901 oca.apostilleconcerns@dfa.gov.ph</p> <p><i>For verification concerns:</i> 8651-9400 local 2109 oca.verification@dfa.gov.ph</p>
Presidential Complaints Center (PCC)	8888
CSC Contact Center ng Bayan (CCB)	+63 908 881-6565 (SMS)
Anti-Red Tape Authority (ARTA)	(02) 8478-5091 / (02) 8478-5099



Scan the QR Code to view the process of filing of documents for Authentication/Certification.



**Scan the QR Code to view the
Authentication website and the list
of Consular Offices that offer
Authentication services**



**Scan the QR Code to Send
Feedback and File Complaints**