This form is **NOT FOR SALE**.

Authentication Form as of July 2016

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

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.

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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