

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	<ol style="list-style-type: none"> 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> 2. PREPARE the necessary documents before you proceed to the processing window. 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). 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.
<input checked="" type="checkbox"/> Expedite <input type="checkbox"/> Regular	
<input type="checkbox"/> e-Apostille <small>Tick the box to be issued an e-Apostille (issued in electronic form that can be used/submitted multiple times)</small> <small>*Dates of release may change without prior notice.</small>	

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

✓ Name of the Owner (Last Name, First Name, Middle Name)	✓ Age	Sex (M/F)	✓ Agency (if Travel/Recruitment agency. Write N/A if not applicable)
✓ Name of Representative (Last Name, First Name, Middle Name)	✓ Contact Number		
✓ Email Address	Email Address of the End-receiver (for e-Apostille applications only)		

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 at the back page):

No Specimen
 Outdated Specimen
 Digitized Specimen
 With Annotation
 For Certification
 Others: _____

REQUIREMENTS FOR FILING/CLAIMING OF APOSTILLE DOCUMENTS

<p>IF DOCUMENT OWNER:</p> <ol style="list-style-type: none"> 1. Official Receipt; 2. Original valid government issued ID <p><i>List of Acceptable IDs: All digitized Philippine government-issued IDs bearing the signature of the applicant (SSS, UMID, Driver's License, PRC, Postal ID, PhilSys ID, etc.), AEP or ACR-I for Foreign Nationals processing for their employment documents from the PH</i></p> <p><i>Other Acceptable IDs: Senior Citizen ID, Solo Parent ID, PWD ID, Voter's ID/Certification, Passport, Seaman's Book, Alumni ID, Student ID (1 year upon graduation).</i></p>	<p>IF AUTHORIZED REPRESENTATIVE:</p> <ol style="list-style-type: none"> 1. Official Receipt; 2. Authorization letter from owner (for minor applicants - original Special Power of Attorney executed by Parent/s); 3. Photocopy of the owner's valid government-issued ID bearing his/her signature; 4. Photocopy and original copy of representative's valid government issued ID. <p><i>Note: If processing as a representative of a company, proof of affiliation (e.g. GIS, company ID indicating position, etc.) would be required. If processing a death certificate, proof of relationship must be submitted.</i></p>
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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.

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:

Ito ay patunay na binasa at tinatanggap ko ang mga kondisyong nakasaad sa baba:

- 1) Submission of a falsified or forged document is punishable by law and will be dealt with accordingly;
Ang pagpasa ng huwad o pekeng dokumento ay labag sa batas at may kaukulang parusa;
- 2) I am aware of the entries and physical conditions of my submitted document/s;
Alam ko ang mga pisikal na kondisyon ng mga ipinasa kong mga dokumento;
- 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;
Kung sakaling ipapasa ang aking mga dokumento sa isang bansang hindi miyembro ng Apostille Convention, makikipag-ugnayan at/o ipapakita ko ang nasabing dokumento sa kinauukulang Foreign Embassy/Consulate sa Pilipinas para sa proseso ng legalisasyon;
- 4) The DFA assumes no responsibility with the Apostilled document if it will not be accepted by the receiving country; and
Ang DFA ay walang pananagutan sa Apostillized na dokumento kung ito ay hindi tatanggapin ng bansang pagdadalhan; at
- 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.
Walang pananagutan ang DFA sa anumang pagkaantala, pagkakamali sa paghahatid, pagkawala, o pinsala sa dokumento kapag nai-release na ito sa aking awtorisadong kinatawan/kumpanya ng courier.
- 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.
 Lubos kong nauunawaan na ang mga dokumentong ipinasa sa DFA-Authentication Division ay isasailalim sa pag-verify ng ahensyang pinagmulan. Nauunawaan ko na ang pag-release ng ipinasang dokumento ay nakasalalay sa proseso ng beripikasyon ng ahensyang pinagmulan.
- 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.
 Pinapahintulutan ko rin ang Kagawaran ng Ugnayang Panlabas na i-verify ang aking mga ipinasang dokumento, kaugnay ng aking aplikasyon sa Authentication/Apostillization. Lubos kong nauunawaan ang aking mga karapatan sa ilalim ng Republic Act 10173 - Data Privacy Act of 2012 at ng Data Sharing Agreement, at sa pamamagitan ng pagsagot sa form na ito, ako ay sumasang-ayon sa pangongolekta, pagproseso, at paggamit ng impormasyon ayon sa batas na ito. Akin ring pinahihintulutan and Kagawasan ng Ugnayang Panlabas na ibahagi ang impormasyon sa ibang ahensya ng gobyerno upang ma-verify ang dokumento.
- 8) **IMPORTANT NOTICE:**
All unclaimed document/s will be **disposed of after three (3) months** from the scheduled date of release
Lahat ng hindi nakuhang dokumento ay idi-dispose pagka-tatlong (3) buwan mula sa nakatakdang petsa ng pagkuha.

Signature over Printed Name
(Applicant/Representative)

Date

Country of Destination

Consular Offices that offers Authentication Services

- DFA CO NCR-East, SM Megamall - ncreast.authentication@dfa.gov.ph
- DFA CO NCR-West, SM City Manila - ncrwest.authentication@dfa.gov.ph
- DFA CO NCR-South, Alabang Town Center - ncrsouth.authentication@dfa.gov.ph
- DFA CO NCR-Northeast, Ali Mall - ncrne.authentication@dfa.gov.ph
- DFA CO Pampanga, Robinsons StarMills - pampanga.authentication@dfa.gov.ph
- DFA CO La Union, CSI Mall - launion.authentication@dfa.gov.ph
- DFA CO Davao, SM Davao - davao.authentication@dfa.gov.ph
- DFA CO Iloilo, Robinsons Place Iloilo - iloilo.authentication@dfa.gov.ph
- DFA CO Cebu, Pacific Mall - cebu.authentication@dfa.gov.ph
- DFA CO Cagayan de Oro, SM Downtown Premier - cdo.authentication@dfa.gov.ph
- DFA CO Legazpi City, Pacific Mall - legazpi.authentication@dfa.gov.ph

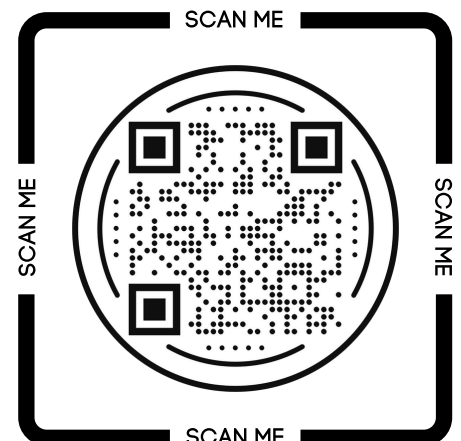
Note: The list may change without prior notice. Please refer to the website for the updated details.

Send Feedback and File Complaints

- Request a feedback form from Public Assistance and Complaints (PAC) Desk Officer.
- Fill out the client feedback form and drop the accomplished feedback form at the drop box located at the Releasing Unit.
- Fill out the PAC Form. Submit to the PAC Desk Officer, or email the division with the name of the personnel in the complaint, the details of the incident, and proof.

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 list of documentary requirements and the process of filing of documents for Authentication/Certification.