

				Claim Stub for DFA Authentication		DFA-OCA-A-03
Name of Government Agency:				DFA Release on:		
Region/Branch:				Airway Bill No.:		
Type of Document:				Control No.:		
Name of Applicant:				Surname		
				First Name		
				Middle Name		
Home Address:						
Contact Nos.:				Email address:		

Note:

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office.
- Authorized Representatives may claim Authentication of forwarded documents upon presentation of the following: 1) Original copy of the Notarized Special Power of Attorney from the owner of the document/s; if owner of the document/s is out of the country, SPA must be authenticated by the nearest Philippine Embassy or Consulate; for documents of minor, SPA must be issued by either of the minor's parents; 2) Photocopy of the applicant's valid ID bearing his/her signature; and 3) Photocopy of representative's own valid ID bearing his/her signature.

Disclaimer:

3. In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
4. All unclaimed documents will be disposed of after three (3) months from the scheduled date of release.

This portion must be filled out upon receipt of Document

- 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.
- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

DFA Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document

4. The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
5. Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of Authenticated Document.
6. Request for correction made beyond 24 hours shall be charged with corresponding authentication fee.

DFA Releasing Personnel

Applicant/Representative's
Signature over Printed Name

Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2206 email: authentication.verificator@dfa.gov.ph or authenticationspecial@dfa.gov.ph
REVISION: 01
EFFECTIVITY DATE: SEPTEMBER 2016