

Untitled Document

Processing for Individually Filed/Export/Agency Documents

Consular Information Center:
834-4000

Schedule of Availability:

Monday-Friday, from 7:00am-4:00pm – receiving of document; releasing of document
2:00pm-4:00pm – releasing of expedite (overtime)

Who May Avail of the Service:

Those who need their documents to be authenticated by the DFA.

Requirements:

REQUIREMENTS FOR AUTHENTICATION OF DOCUMENTS:

1. Birth/ Marriage/ Death Certificate or Certificate of No Marriage Record.
 - Certificates must be in security paper issued by NSO
- Local Civil Registrar copy (Birth Certificate, Marriage Certificate or Marriage Contract, Death Certificate)
- Certificate of No Marriage Record is only valid for six (6) months upon date of issue from NSO
2. Transcript of Records and Diploma (Collegiate Level)
 - Certification (CAV) from the Commission on Higher Education
- Certified True Copies from the school.
3. Transcript of Records and Diploma (For State Colleges and University)
 - Certification (CAV) from the School signed by the School Head
- Certified true copies from the school.
4. Transcript of Records and Diploma (Vocational/ Intermediate/ Elementary)
 - Certification (CAV) from the Department of Education
- Certified True Copies from the school.
5. Medical / AIDS Free Certificate
 - Authenticated by the Department of Health (DOH)
6. Civil Aviation Authority of the Philippines issued licenses (Formerly Air Traffic Control)
 - Authenticated by CAAP.
7. Driver's Licenses
 - Applicant must first secure certification from Land Transportation Office
8. Professional Licenses/ Board Certificates/ Board Ratings/ Certifications

- Certified True Copies must be authenticated by P

9. Certificate of Employment/ Trainings/ Seminars and Baptismal Certificate

- Applicant must first secure an Affidavit, stating ne

- Affidavit must be notarized

- Applicant must secure Certificate of Authority for a Notarial Act signed by the Executive Judge or Vice

10. Other Notarized Documents

- After Document is notarized, applicant must secu

11. Court Decisions/ Resolutions/ Orders

- Applicant must present certified true copies of the

- Applicant must secure copy of specimen signature of the court personnel who signed the certified cop

12. Immigration Records

- Certified/ Authenticated by the Bureau of Immigra

13. DSWD Clearance

- Travel Clearances for minors directly issued by D

- Adoption decrees must be certified/authenticated by the Regional Trial Court that issued the Decision.

14. NBI Clearances

- NBI Clearances for travel abroad must be issued

15. Police Clearances

- Police Clearance signed by the Chief of Police is

16. Barangay Clearances

- Clearances issued by the barangay which has ju

17. Export Documents

- Must be authenticated by the Philippine Chambe

18. Phytosanitary Certificates

- Original of the certificate issued by the Bureau of

19. Foreign documents

-A Philippine Embassy or Consulate General in the

Duration:

30 minutes

Location:

DFA Main Building, 2330 Roxas Blvd., Pasay City

How to Apply:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE
1	waiting area (Authentication Division, Ground floor-DFA Main Bldg.)	Processing	Proceed to Information Counter	Provides the application for initial screening	15 mins
	Fill-out an application form	n/a	5 min	n/a	
2.	Window (Authentication Division, Ground floor-DFA Main Bldg.)	Processing	Present a valid ID upon submission of the document Checks application form if properly filed out; Checks IDs and Authorization letter; Evaluates the completeness of requirements and authenticity of the documents submitted; Verifies documents if there's a reasonable doubt; Issues receipt are found in order	5 mins	Processor/ Officer
3.	Ground floor- DFA Main Bldg.) Fee	Cashier (Gate 3- Pay appropriate Authentication Accepts payment	4 mins	Cashier	
	(regular process) Php200/document expedite processing)	n/a			
4.	Window (Authentication Division, Ground floor-DFA Main Bldg.)	Processing	Return the duplicate copy of the receipt machine validated receipts	Attaches Processing Windows	

to the application form	1 min	Processor/
Evaluation		
Officer	n/a	n/a

TOTAL PROCESSING TIME: 30 minutes

**Result may vary depending on the applicant's concerns and document/s

Releasing for Individually-Filed/Export/Agency Documents

Requirements:

- Authentication Slip/Receipt
- Valid ID for proper identification of the applicant
- Letter of Authorization with valid ID for representatives

How to Apply:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE
1.	Correction Section	Pending and			
	document with pending case. Present proper identification/authorization	Submit the Authenticated document with pending case. Present proper identification/authorization	Interviews applicant and reviews the pending document for further verification	5 mins	Assigned Supervisor/
	Signing Officer	n/a	n/a		
	Waits for the release of the Pending Documents	the Pending Documents	Authorized document at the Assembly line.	20 minutes	
	Sorts Documents, attaches red ribbon, gold seal and affixing dry seal				
2.	"Received" and date on the Receipt, and releases Authenticated Document	Proceed to Releasing Window	Call applicant, Stamp the validated receipt/ Authorize applicant, Stamp		
		1 mins	Releasing Officer	n/a	

TOTAL RELEASING TIME: 26 minutes

** Results may vary depending on the applicant's concerns and document/s

Releasing for PRC, LTO, CAAP, DOH, NBI documents

Requirements:

- Authentication Claim Stub issued from partner Government Agency
- Valid ID for proper identification of the applicant
- Letter of Authorization with valid ID for representatives

How to Avail:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE
1.	Releasing Window (Authentication Division, Gate 3-Ground floor)	Submit claim stub to Releasing Officer	Releasing Officer	10 mins	Releasing Officer
2.	Locates documents identification/authorization ID and/or Authorization letter	Present proper identification/authorization to Cashier, Officer	Cashier (Gate 3-Ground floor)	15 mins	Cashier
3.	Issues receipt to the applicant for payment	Pay appropriate fee to the Cashier	Cashier	4 mins	Cashier
4.	Releasing Window (Authentication Division, Gate 3-Ground floor)	Present machine validated receipt and submits its duplicate copy to Releasing Officer; Indicates O.R. no. and stamps the date into the authentication certificate; Releases authenticated document to applicant	Releasing Officer	1 min	Releasing Officer

TOTAL RELEASING TIME: 30 minutes

* Eight (8) Partner Issuing Agencies: Commission on Higher Education (CHED), Department of Education

** Results may vary depending on the applicant's concerns and document/s

Releasing for CHED, DepEd, and TESDA documents

Requirements:

- Authentication Claim Stub issued from partner Government Agency
- Valid ID for proper identification of the applicant
- Letter of Authorization with valid ID for representatives

How to Avail:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE
1.	CHED Releasing				
	Area (Authentication Division, Gate 3-Ground floor)				
		Submit claim stub to Releasing Officer	Submit claim stub	10 mins	Releasing Officer
2.	Locates documents identification/authorization Issues receipt to the applicant for payment	Cashier (Gate 3- Ground floor)	Present proper Cashier (Gate 3- Ground floor)		
		Pay appropriate fee to the Cashier	Pay appropriate fee to the Cashier	4 mins	Cashier
4.	CHED Releasing				
	Area (Authentication Division, Gate 3-Ground floor) applicant's receipt				
		Return to Releasing Officer and submit 30 mins	Receiving and duplicate Releasing Officer	copy of receipt n/a	

Encodes document	Assembly Line	
Sorts documents, attaches red ribbon, gold seal and dry seal	Assembly Line	
Evaluates documents;		
Signs authentication certificates	3 mins	Assigned
Supervisor/ Signing Officer		
5.	Proceed to Releasing Table and presents, stamps	0 mins
"Received" and date on the receipt, and Releases Authenticated document	1 min	Releasing Officer
TOTAL RELEASING TIME: 50 minutes		