

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
MANILA
Diplomatic and Official Passports Section

REQUEST FOR ISSUANCE OF
NOTE VERBALE/LETTER

() Diplomatic
() Official

Date of Issue : _____
Valid Until : _____

Date

NAME

DESIGNATION/AGENCY

DESTINATION

PURPOSE OF TRAVEL

DURATION OF TRAVEL

Applicant/Authorized Representative

NOTE VERBALE REQUIREMENTS

1. Issuance of Note Verbale/Letter Application Form.
2. Photocopy of Passport.
3. Signed Travel Authority/Request Letter.
4. Photocopy of Confirmed Flight Itinerary (for In-Transit)

(FOR DFA-OCA USE ONLY)

Date : _____

Processor : _____

Released by : _____

Approving Officer