DATE FILED:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Middle Name Married Name

PROFESSION: REGISTRATION NO.: REGISTRATION DATE:

(For Professional Teacher, please tick [ ] Elementary [ ] Secondary)

VALIDITY DATE OF PROFESSIONAL IDENTIFICATION CARD (PIC):

TEL./CP NO.: SEX:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PLEASE CHECK BOX FOR TYPE OF DOCUMENTS TO BE AUTHENTICATED: | | | | | | | |
|  |  | CERTIFICATE OF REGISTRATION (COR) | NO. OF COPIES |  |  | PURPOSE: |  |
|  |  | CERTIFICATION OF BOARD RATING | NO. OF COPIES |  |  | LOCAL |  |
|  |  | CERTIFICATION OF GOOD STANDING | NO. OF COPIES |  |  | ABROAD |  |
|  |  | CERTIFICATION OF PASSING | NO. OF COPIES |  |  | LEGAL |  |
|  |  | PROFESSIONAL IDENTIFICATION CARD | NO. OF COPIES |  |  | STATEBOARD |  |
|  |  | REPORT OF RATINGS | NO. OF COPIES |  |  | OTHERS |  |
|  |  | OTHERS | NO. OF COPIES |  |  |  |

**REMINDER:**

* **Please bring the original copy of the documents and the exact number of copies to be authenticated.**

**Basic Requirements:**

1. Duly accomplished action sheet for Authentication
2. Any valid government-issued ID
3. Original copy and corresponding number of photocopies of the document for authentication
4. One (1) Documentary Stamp Tax (DST) per copy

**Requirements for Authorized Representative:**

1. Non-registered professional must present any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant.
2. Registered professional must present a valid Professional Identification Card/e-PIC and authorization letter duly signed by the applicant.

**Procedures:**

**Step 1**. On the appointment date, proceed to the appointment place and submit the duly accomplished action sheet for Authentication and all documentary requirements to the designated window of the PRC Regional Office-Licensure and Registration Division;

**Step 2**. Receive the signed authenticated copy/ies of the document and sign on the releasing log sheet.