

(BACK PAGE)

A. Authentication (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR)

Basic Requirements:

1. duly accomplished Action Sheet
2. valid Professional Identification Card (PIC)
3. original and photocopy of PIC and/or COR
4. two (2) Documentary Stamps Tax (DST) per copy

Requirements for Representative:

1. any valid government-issued ID
2. if the representative is a PRC registered professional, authorization letter; if not registered professional, Special Power of Attorney

Procedures:

Step 1. Download or secure the Action Sheet form from the Public Information Counter/Desk and accomplish according to request.

Step 2. Submit the duly accomplished Action Sheet to the designated window for the verification of fees.

Step 3. Pay the prescribed fees at the cashier.

Step 4. Submit the duly accomplished Action Sheet and all the documentary requirements to the designated window and receive the claim slip.

Step 5. On the scheduled date of release, present the claim slip at the releasing window and wait for name to be called.

Step 6. Receive the authenticated copy of the PIC and/or COR and sign in the releasing log sheet.

B. Authentication of Certification of Passing , Report of Ratings and/or Board Rating

Basic Requirements:

1. duly accomplished Action Sheet
2. valid Professional Identification Card (PIC)
3. original and photocopy of Certification of Passing, Report of Ratings and/or Board Rating
4. two (2) Documentary Stamps Tax (DST) per copy

Requirements for Representative:

1. any valid government-issued ID
2. if the representative is a PRC registered professional, authorization letter; if not registered professional, Special Power of Attorney

Procedures:

Step 1. Download or secure the Action Sheet form from the Public Information Counter/Desk and accomplish according to request.

Step 2. Submit the duly accomplished Action Sheet to the designated window for the verification of fees.

Step 3. Pay the prescribed fees at the cashier.

Step 4. Submit the duly accomplished Action Sheet and all the documentary requirements to the designated window and receive the claim slip.

Step 5. On the scheduled date of release, present the claim slip at the releasing window and wait for name to be called.

Step 6. Receive the signed authenticated copy of the Certification of Passing and/or Report of Rating.