

OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	VERIFICATION/CERTIFICATION OF OFW RECORDS
OFFICE/LOCATION:	Central Records Division (CRD), 6 th Floor
CLIENTS/CUSTOMERS:	OFWs, OFW family/relatives; recruitment and manning agencies; private entities and other government agencies
DOCUMENTARY REQUIREMENTS:	<p>Request by OFW himself:</p> <ol style="list-style-type: none"> 1. Accomplished Verification Request Form 2. Identification document with picture (Passport, driver's license, PRC card, NBI clearance, company ID, etc) <p>Request by members of the family or relatives of the OFW:</p> <ol style="list-style-type: none"> 1. Accomplished Verification Request Form 2. Proof of relationship (original or authenticated or certified true copy) <ol style="list-style-type: none"> a. Spouse - marriage contract b. Children- birth certificate of the requesting party c. Siblings - birth certificate of the requesting party and birth certificate of the OFW d. Parents - birth certificate of the OFW 3. Identification document with picture (Passport, driver's license, PRC card, NBI clearance, company ID, etc) <p>Request by other parties:</p> <ol style="list-style-type: none"> 1. Accomplished Verification Request Form/formal written request indicating the purpose 2. Other Requirements <ol style="list-style-type: none"> a. Persons authorized by the OFW <ul style="list-style-type: none"> - Special Power of Attorney b. Government Agencies <ul style="list-style-type: none"> - Proof of authority of representative to receive the record c. Parties with case filed in court <ul style="list-style-type: none"> - Court order to the POEA or - Letter request from the law office with authorization from the complaining party 3. Identification document with picture (Passport, driver's license, PRC card, NBI clearance, company ID, etc)

