

DOCUMENTARY REQUIREMENTS AND PROCEDURE IN REQUESTING OFW RECORDS

Requesting Party	Documentary Requirements
1. REQUEST BY OFW HIMSELF/HERSELF	<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.)
2. MEMBERS OF THE FAMILY OR RELATIVES OF THE OFW (SPOUSE, CHILDREN, PARENTS, SIBLINGS)	<ol style="list-style-type: none"> 1. Accomplished Verification Request Form 2. Proof of relationship with OFW (Original or Authenticated or Certified True Copy) <ol style="list-style-type: none"> a. Spouse (Asawa) – marriage contract b. Children (Anak) – birth certificate of the OFW's child c. Parent (Magulang) – birth certificate of the OFW d. Sibling (Kapatid) – birth certificate of the sibling and birth certificate of the OFW 3. Identification document with picture (Passport, driver's license, PRC card, NBI clearance, company ID, etc.)
3. OTHER PARTIES	<ol style="list-style-type: none"> 1. Accomplished Verification Request Form/ Formal Written Request indicating the purpose of the request 2. Other Requirements <ol style="list-style-type: none"> a. Persons authorized by the OFW – Special Power of Attorney b. Government/Private Agencies – Proof of Authority of representative to receive the record c. Parties with case filed in court - Court Order to the POEA 3. Identification document with picture (Passport, driver's license, PRC Card, NBI clearance, company ID, etc) 4. Proof of any circumstances under Section 13 of the Privacy Data Act of 2012 5. Other requirements as may be needed.

PROCEDURE

STEP 1: Get **SERVICE NUMBER** and **VERIFICATION REQUEST FORM** from the guard on duty at the Main Gate. Kindly write your number in the circle located in upper-left part of the VERIFICATION REQUEST FORM.

STEP 2: Fill out the VERIFICATION FORM completely and legibly & prepare the REQUIREMENTS as stated above.

STEP 3: Kindly wait for your NUMBER and SERVICE COUNTER NUMBER to be flashed in the TV Monitor located at the waiting area of Central Records Division, Lower Ground Floor of the building. Please double check your form & requirements while waiting for your turn.

STEP 4: Proceed to the designated service counter where your number was flashed. Submit the accomplished form and requirements for evaluation. If documents are complete and in order, kindly RETURN TO YOUR SEAT AND WAIT while your requested record is being verified and printed. Wait for your name to be called at the Releasing Counter for the release of the record/s.
Otherwise, receive the Verification Status Form and complete the lacking requirements / follow the instruction/s given by the evaluator.

STEP 5: Proceed to the Releasing Window when your name is called or return to service counter if requested by the evaluator.

- Certified printout of information sheet OR certification of no records shall be released to you.
- If the record requested needs manual retrieval of contracts and/or OFW Information Sheets, evaluator will advise the date/time of return to get the requested record/s.
- No need to present Passport/ID in claiming the requested record, just affix your **signature and time of release** in the **Releasing Box** on the Verification Request Form to acknowledge receipt of the requested record.
- Kindly return the **Verification Request Form ONLY** to the personnel assigned at the releasing window.

