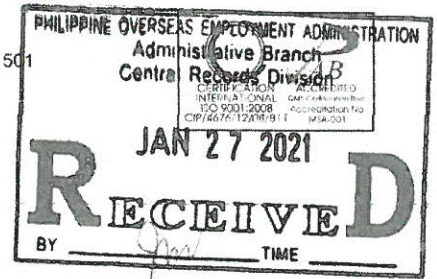




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155, 722-1166, 722-1177



Advisory No. 15
Series of 2021

TO: All Concerned Licensed Recruitment Agencies (LRAs), Licensed Manning Agencies (LMAs), POEA Landbased Center, POEA Seabased Center, Trial Court, other Government Agencies and Overseas Filipino Workers (OFWs) and their families.

SUBJECT: Certification and Issuance of OFW Information/Records

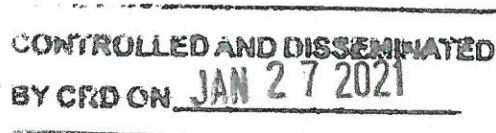
OFWs and their families residing outside Metro Manila who wish to secure a certified copy of OFW Information/Record are advised to visit the POEA Regional Offices/Extension Units, Satellite Offices and One-Stop Service Center for OFWs (OSSCO), nearest their place of residence. For the location/addresses of the POEA offices nationwide, please visit our website www.poea.gov.ph and click POEA Regional Offices under the Directories at the bottom portion or type <http://www.poea.gov.ph/regionaloffices/regionaloffices.html>.

Further, all concerned are hereby informed that assigned heads and coordinators of the above POEA Offices are authorized to certify and issue the requested OFW Information/Record which is valid for employment, loan and benefits application requirements and other purposes. However, if the requesting party is not the concerned OFW, the issuance of OFW Information/Record shall be subject to approval of the POEA Data Protection Officer (DPO) in accordance with the Data Privacy Act, prior to issuance by the concerned office.

The following are the requirements:

1. Request by OFW himself/herself

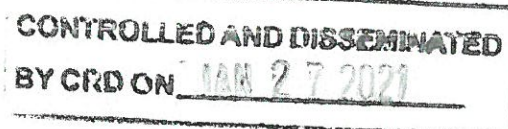
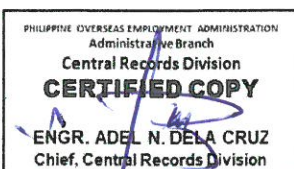
- a. One (1) Original Copy of Accomplished Request for Verification/Certification of OFW Records Form (Form to be provided by POEA).
- b. Present One (1) Government Issued Identification Document (ID) with picture and signature, any of the following:
 - Passport
 - UMID / SSS ID
 - Driver's License
 - PRC Card
 - NBI Clearance
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card



- TIN ID/ BIR ID
- Voter's ID
- Postal ID

2. Request by Family Members of the OFW (Spouse, Children, Parents and Siblings)

- a. One (1) Original Copy of Accomplished Request for Verification/Certification of OFW Records Form (Form to be provided by POEA).
- b. One (1) Original Copy of Authorization Letter / Written consent from OFW.
- c. Proof of relationship with OFW.
Present Original Copy or Authenticated Copy and submit Photocopy
 - Spouse (Asawa):
One (1) copy of Certificate of Marriage (latest)
 - Child / Children (Anak):
One (1) copy of Certificate of Live Birth of the OFW's child (must be acknowledged by the OFW / Father)
 - Parent (Magulang):
One (1) copy of Certificate of Live Birth of OFW
 - Sibling (Kapatid):
One (1) copy of Certificate of Live Birth of the sibling
One (1) copy of Certificate of Live Birth of the OFW
- d. One government Issued Identification Document (ID) with picture and signature
Present One (1) original ID and submit photocopy of any of the following:
 - Passport
 - UMID / SSS ID
 - Driver's License
 - PRC Card
 - NBI Clearance
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - TIN ID/ BIR ID
 - Voter's ID
 - Postal ID
- e. For deceased OFW:
Present Original Copy and submit photocopy
 - One (1) copy of Certificate of Death
 - CENOMAR / Advisory of Marriages



3. *Request by Other Parties*

A. For Person Authorized by the OFW

- a.1. One (1) Original Copy of Accomplished Request for Verification/Certification of OFW Records Form (Form to be provided by POEA).
- a.2. One (1) Original copy of Notarized Special Power of Attorney (SPA) authorizing the request & release of OFW Information Sheet signed by the OFW.
- a.3. One (1) Photocopy of any government Issued Identification Document (ID) with picture and signature of the OFW of any of the following:
 - Passport
 - UMID / SSS ID
 - Driver's License
 - PRC Card
 - NBI Clearance
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - TIN ID/ BIR ID
 - Voter's ID
 - Postal ID
- a.4. One (1) Photocopy of government Issued Identification Document (ID) of the authorized representative with picture and signature of any of the following:
 - Passport
 - UMID / SSS ID
 - Driver's License
 - PRC Card
 - NBI Clearance
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - Pag-ibig Loyalty Card
 - Philhealth Card
 - OFW e-Card
 - TIN ID/ BIR ID
 - Voter's ID
 - Postal ID

CONTROLLED AND DISSEMINATED
BY CRD ON JAN 27 2021



B. For parties with case filed at court and legal concerns / issues

b.1. Court Order directing the POEA to issue the Certified Copy of OFW information/Record or Written request addressed to POEA Data Privacy Officer from law offices or any government agencies whose mandate is to seek the truth, justice, protection of lawful rights and interest of natural or legal person in court proceedings, or the establishment, exercise or defense of legal claims or when provided to government or public authority.

b.2. Proof of relationship of complainant to the OFW.

Attach Original/Photocopy of corresponding document and submit Photocopy

- Spouse (Asawa):

One (1) copy of Certificate of Marriage (latest)

- Child / Children (Anak):

One (1) copy of Certificate of Live Birth of the OFW's child (must be acknowledged by the OFW / Father)

- Parent (Magulang):

One (1) copy of Certificate of Live Birth of OFW

- Sibling (Kapatid):

One (1) copy of Certificate of Live Birth of the sibling

One (1) copy of Certificate of Live Birth of the OFW

b.3. One (1) Photocopy of government Issued Identification Document (ID) of OFW and complainant with picture and signature of any of the following:

- Passport

- UMID / SSS ID

- Driver's License

- PRC Card

- NBI Clearance

- Pag-ibig Loyalty Card

- Philhealth Card

- OFW e-Card

- Pag-ibig Loyalty Card

- Philhealth Card

- OFW e-Card

- TIN ID/ BIR ID

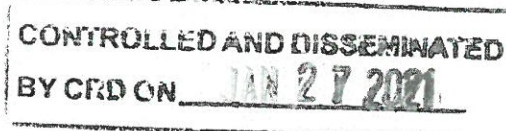
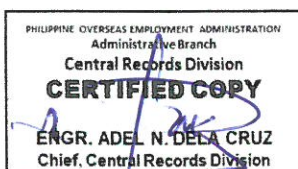
- Voter's ID

- Postal ID

C. For Landbased / Seabased Recruitment Agencies with legal concerns / issues

c.1. One (1) Original copy of Formal Written Request indicating the purpose of the request and signed by the authorized signatory.

c.2. One (1) Photocopy of the Notice / Order from POEA / NLRC / NCMB / OWWA / MARINA or any government agencies whose mandate is to seek the truth, justice,



protection of lawful rights and interest of natural or legal person in court proceedings, or the establishment, exercise or defense of legal claims or when provided to government or public authority.

c.3. One (1) Photocopy of government Issued Identification Document (ID) of the authorized representative with picture and signature of any of the following:

- Passport
- UMID / SSS ID
- Driver's License
- PRC Card
- NBI Clearance
- Pag-ibig Loyalty Card
- Philhealth Card
- OFW e-Card
- Pag-ibig Loyalty Card
- Philhealth Card
- OFW e-Card
- TIN ID/ BIR ID
- Voter's ID
- Postal ID

We wish to remind that those clients residing in Metro Manila who want to visit the POEA Central Office in Mandaluyong City for the issuance of OFW Information/Record must strictly observe the "No Appointment, No Entry" policy of the Administration. Only those with appointments secured online and scheduled on the date of visit to POEA shall be entertained.

For the guidance and information of all concerned.


BERNARD P. OLALIA
Administrator

18 January 2021

CONTROLLED AND DISSEMINATED
BY CRD ON JAN 27 2021

