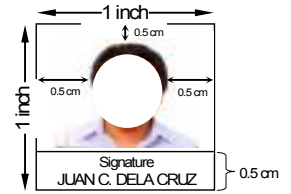


## CHECKLIST OF REQUIREMENTS

### A. CERTIFICATION OF ELIGIBILITY (for no/lost original certificate)

1. One piece "1 inch by 1 inch" picture with name tag and signature affixed prior to having the photograph taken
  - Signature must be on top of the printed name.
  - The photograph should have been taken within three (3) months prior to filing of request for Certification of Eligibility.
  - Scanned, computer-generated photo/name/signature will not be accepted.
2. Properly accomplished Eligibility/Examination Records Request Form (ERRF) and Declaration Form
3. Two (2) valid Identification Cards
4. Certification fee: Php100.00 per copy
5. If through a representative or if the requesting party is abroad, please refer to additional requirements below.



### B. AUTHENTICATION OF ELIGIBILITY

1. Original Certificate of Eligibility or Report of Rating
2. Properly accomplished ERRF
3. One (1) valid Identification Card (if requesting party is the eligible/examinee)  
Two (2) valid Identification Cards of the eligible/examinee (if request is filed through a representative)
4. Authentication fee: Php50.00 per copy
5. If through a representative or if the requesting party is abroad, please refer to additional requirements below.

#### **Choices for Identification Card/s:**

- |                  |               |                     |                      |
|------------------|---------------|---------------------|----------------------|
| 1. Company ID    | 4. Voter's ID | 7. Driver's License | 10. NBI Clearance    |
| 2. Taxpayer's ID | 5. SSS ID     | 8. PRC License      | 11. Police Clearance |
| 3. Passport      | 6. GSIS ID    | 9. NBT License      |                      |

### ADDITIONAL REQUIREMENTS

#### **A. If request for certification or authentication is filed through a Representative:**

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative.

#### **B. If the requesting party of the certification or authentication Works/Lives Abroad:**

1. Copy of Passport; and } duly authenticated/validated by the Philippine
2. Copy of one (1) Identification Card. } Embassy or Consular Office