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## Authorization letter sample to process documents philippines

**Sample letter of authorization giving permission to process documents philippines. How to make authorization letter philippines. Sample authorization letter to process legal documents. Authorization letter to process sample. Sample authorization letter to pick up documents philippines. Authorization letter sample to claim documents philippines. Sample authorization letter to process documents on my behalf philippines.**

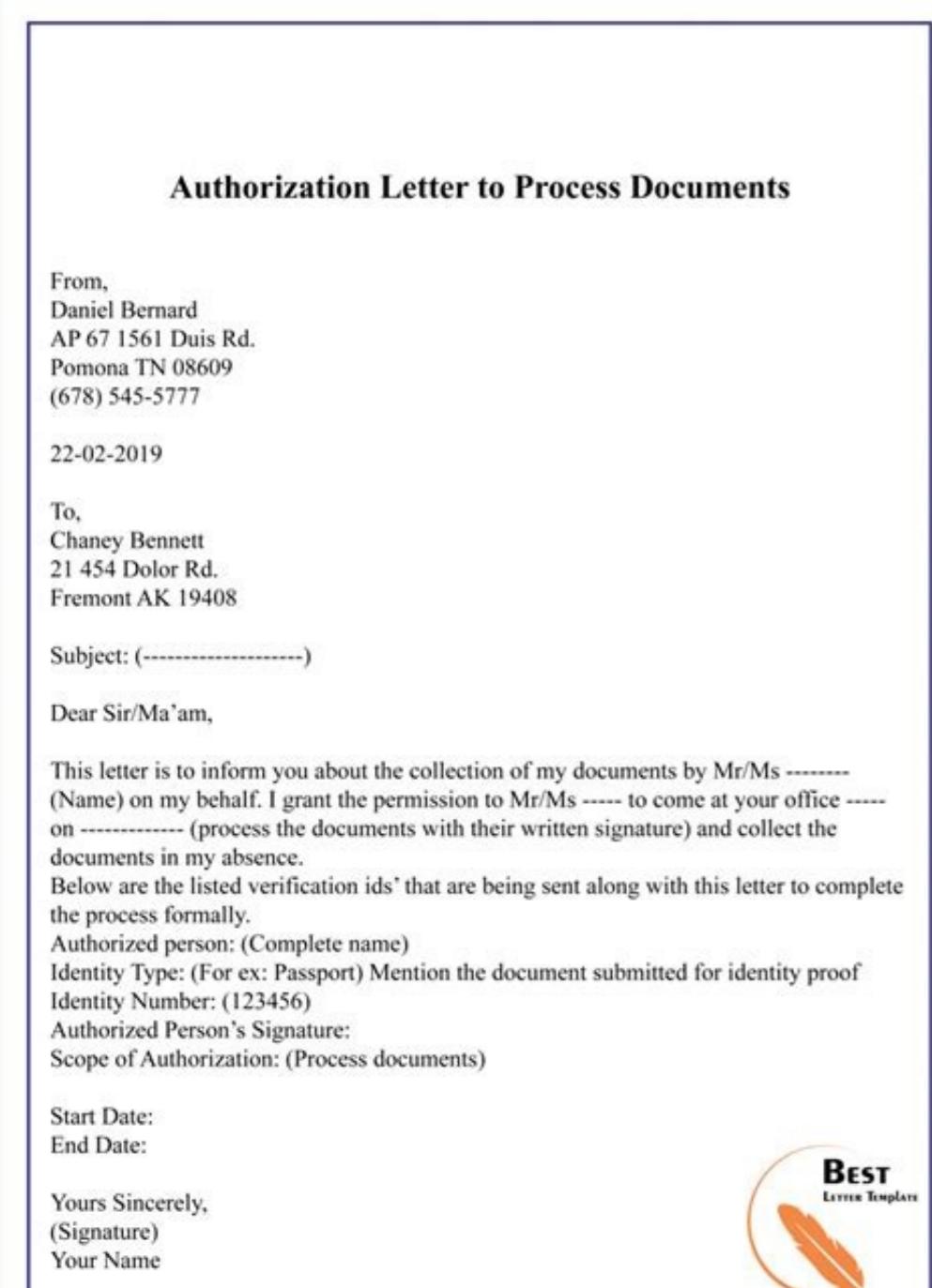
April 27, 2013 Department of Foreign Affairs Office of Consular Affairs-Authentication Division DFA-NCR East 7th Floor Megamall Building C EDSA corner J. Vargas Avenue Mandaluyong City I am currently in working Riyadh, Saudi Arabia and I would need an authenticated copy of my NSO birth certificate to complete the process of my application working abroad. Since I am not in a position to come to your office and apply for the same in person, I hereby authorize my sister, MARTA M. DELA CRUZ, to apply for and get said document duly processed. Attached with this letter is my NSO birth certificate to be authenticated. I have also enclosed proofs of identity proving my relationship with the bearer of this letter. Thank you for your prompt attention to my application. Respectfully yours, JUAN C. DELA CRUZ It is expected that when people get too busy with jobs, school or any other business they need to attend to, they may not always be able to process important documents for themselves. This is when they need to ask for help. Processing someone else's documents on their behalf can only be possible through a letter of authorization. Now you're going to be asking how and what should I place in a letter of authorization? Simple, here are some 8+ authorization letters to process documents examples listed below for you to check out. express.comDetailsFile FormatSize: 51 KBDownloadago.jpDetailsFile FormatSize: 64 KBDownloadavisas.gov.frDetailsFile FormatSize: 8 KBDownloadcity.edu.DetailsFile FormatSize: 25 KBDownloadmauicounty.govDetailsFile FormatSize: 14 KBDownloadvsglobal.comDetailsFile FormatSize: 65 KBDownloadtraveldocs.comDetailsFile FormatSize: 153 KBDownloaddhli.com.DetailsFile FormatSize: 328 KBDownloadnorwalkct.orgDetailsFile FormatSize: 40 KBDownloadA letter of authorization is a legal document that states you are giving authority to someone to process important affairs on your behalf. When someone wants to process documents but could not do it on their own, a letter of authorization is required as proof that the person gave you the authority to process everything on their behalf. What Should I Put In My Letter? Here are some ideas on what to put in your letter of authorization. With these tips in mind, you will surely be able to write a letter of authorization for processing documents for land, school or on behalf of the company. Write the complete date. Shortening the date is prohibited as this is a formal letter. Sender's complete name, address and contact number. Your complete name, address and contact number must all be written on the upper left corner of the letter. Sendee's full name, address and contact information. In the same corner, just below your name, write the sendee's complete name, address and contact information. Acknowledging the person receiving. State the name of the person in the opening salutation. Stating the purpose of the letter of authorization. In the body of the letter, this is where you authorize the bearer or your recipient whom you gave the authority to process your request on behalf of you, the company, or the school.



End your letter with a thank you, your name and signature.



Watch your tone when writing, this is a formal letter, and should remain to be. Yes. You must write their complete name. What is not acceptable is their nickname in a formal letter of authorization. It must be their given name, their middle name and last name. You must state the purpose of your letter in writing. The reason for the letter of authorization is to give the bearer whose name appears in the letter the authority to process important matters for you. Not stating the reason defeats the purpose of writing the letter. Your letter must be detailed, but not too detailed. You need to add the specific information needed when writing the letter. You may write a short letter as long as the information required is there. May it be a letter of authorization for school documents, a letter of authorization for company documents or land documents. State the purpose. Failure to do so will result in the recipient confused and may reject the letter of authorization. Depending on what you wrote and where you sent it, you may follow the same format of your letter but reward it. You have to write an authorization letter for each purpose. Writing one letter for different purposes is not advisable and should not be done. It is fine if your letter repeats the same format as long as the purpose differs. Now that you have all the tips on how to write a letter of authorization for processing your documents, you can now write one with no problem. Checking the examples of letter of authorization above will also help you write a good one. Follow the tips, look at the samples and you are all set to write a letter to process important documents. Please be informed that DFA with authentication services are accepting applicants through the following options: OPTION 1: WALK-IN (Limited slots per day depending on the capacity of the Consular Office. You may avail the walk-in facility if you are: Document owners (If the documents are under their name); or Documents of immediate family members (If the documents are under the name of their family relatives). To process, the authorized representative has to bring the following: Proof of kinship must be presented such as birth certificate, marriage certificate, IDs, among others; Signed authorization letter (SPA for minor document owners); Copy valid government ID bearing document owner's signature; Representative's valid ID (photocopy and original). OPTION 2: ONLINE APPOINTMENT (through website) You may avail the online appointment facility if you are: Document owners or document of immediate family members; or Authorized Representatives that are not family related to the document owner (i.e. liaison officers). To process, the authorized representative has to bring the following: Signed authorization letter (SPA for minor document owners); Copy valid government ID bearing document owner's signature; Representative's valid ID (photocopy and original). If you are availing Option 2, please click the link and fill out the necessary information. ADVISORY: Please be informed that the DFA's Apostille Application & Appointment System (AAAS) is still under development to become available to all Consular Offices. Walk-in transactions services will continue to be accepted. The Department requests the public's continued understanding on this matter. WALK-IN application form given and present at the Verification Window Counter. Prepare the necessary documents before you proceed to the processing window. Present your valid government-issued ID (original and photocopy) together with the documents to the processor for assessment. Pay corresponding fees to the Cashier. ONLINE APPOINTMENT PRINT and present your confirmed appointment letter at the Appointment Verification Window Counter. (EDITING, REVISING OR ALTERING THE APPOINTMENT LETTER IS CONSIDERED FALSIFICATION OF PUBLIC DOCUMENTS AND IS PUNISHABLE BY LAW). Prepare the necessary documents before you proceed to the processing window. Present your valid government-issued ID (original and photocopy) together with the documents to the processor for assessment. Pay corresponding fees to the Cashier. IF DOCUMENT OWNER Official Receipt; Original valid government-issued ID; IF AUTHORIZED REPRESENTATIVE Official Receipt; Authorization letter from owner (for minor applicants original Special Power of Attorney executed by Parent/s); Photocopy of the owner's valid government-issued ID bearing his/her signature; and Photocopy and original copy of representative's valid government-issued ID. ALL DIGITIZED PHILIPPINE GOVERNMENT-ISSUED DOCUMENTS BEARING THE SIGNATURE OF THE APPLICANT (SS, UMID, Driver's License, PRC, Postal ID, PhilSys ID, etc.) Other acceptable IDs: Senior Citizen ID; Solo Parent ID; PWD ID; Voter's ID; Voter's Certification Passport; Seaman's Book; Alumni ID; Student ID; (1 year upon graduation Reminder: All IDs presented should be readable, unaltered, and contains consistent information with the documents presented upon application. All unclaimed documents will be disposed of after three (3) months from the scheduled date of release. Processed documents subject for further verification will only be authenticated upon confirmation of the authenticity of the document by the issuing office. Processed documents that are not in order (pending documents) will only be authenticated upon compliance of the Authentication requirements. AUTHORIZATION LETTER SAMPLE - If you are to use an authorization letter to grant someone to process documents for you as a sample letter, let me know and I will be happy to assist you to achieve a task for you, you will need to use an authorization letter. By this, you are granting your representative to process, sign, collect and submit documents on your behalf. A sample letter of this is provided below, which you may use in case you are unable to attend to something in person. What are some tips in writing an authorization letter? Be formal, polite, and professional. Always put complete details and be specific about what you want someone to do for you. Include your contact details for any further questions. Check out a sample below: Lanie Dela Merced 123 Corner Street, Beautiful Village Pasig City February 5, 2009 Penelope Dela Cruz Head, Registrar's Office University of Manila Dear Ms. Dela Cruz: I hereby grant Mr. Ricky Dela Merced the authorization to process my clearance and Transcript of Records on my behalf. I will not be able to personally do this because I am currently in a month-long training and the said documents are required to be done within the week. For the verification of this process, I am also sending the documents confirming the identity of Mr. Dela Merced. In case you have any further doubt or confusion in relation to the confirmation of the identity or any other point, please feel free to contact me anytime at 0915-454-3454. Thank you for your cooperation. Sincerely, (sign) Lanie Dela Merced READ ALSO: What can you say about this?



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