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## Example of authorization letter for psa to claim

You're Reading a Free Preview Page 2 is not shown in this preview. Birth, Marriage, Death certificates, and other civil registry documents are now available online! To apply for these documents, you must visit Philippine Statistics Authority (PSA). To get these documents, you need a letter of authorization.

### Authorization Letter for Transcript of Records Sample

To Whom It May Concern,  
This is to authorize my Sister, Anna Watson to claim my transcript of records on my behalf. I am currently on assignment abroad, and I would need an original copy of my university transcript to complete the process of some very important applications. Attached with this letter are my valid IDs and student information.  
I would appreciate any kind of assistance your office may extend to my sister with regards to this matter.  
Thank you very much  
Sincerely,

In this post, we will discuss everything in detail. The PSA authorization letter is needed to request, demand, receive and collect documents such as birth certificates, CENOMAR, marriage certificates, and death certificates, from the Philippine Statistics Authority (PSA) regarding your application. 1) The Name of the person authorizing the agent: 2) The Name of the agent being authorized: 3) The purpose of the authorization (what the agent is being authorized to do): 4) The duration of the authorization (if it is for a specific time period): 5) The date of the authorization: 6) The signature of the person authorizing the agent: 7) The Name and contact information of the notary public witnessing the signature: 8) The stamp or seal of the notary public: ; I, hereby authorize to be my true and lawful attorney-in-fact and agent for me and in my Name, place and stead, to do and perform the following acts, matters and things: 1) To request, demand, receive and collect from the Philippine Statistics Authority (PSA), any and all documents, papers and records regarding my application; 2) To represent me in any and all hearings, conferences or meetings that may be scheduled in connection with my application; 3) To do such other acts, matters and things that may be necessary or incidental to the foregoing as my attorney-in-fact and agent. This authorization shall remain in full force and effect until revoked by me in writing. Date: Signature over Printed Name of Principal: NOTARY PUBLIC Doc. No.: Page No.: Book No.: Series of . (Seal) I, the undersigned authority, certify that I have personally examined the person who is known to me to be the principal herein and who has executed the foregoing instrument and acknowledged to me that the same is his/her free act and deed. Given this day of , 20 , at , CTC No.: ; Issued on: ; Expires on: . Signature over Printed Name of Notary Public: Type or Print Name Under Signature: ; The document should be notarized, and a notary public should witness the signature. A notary public must notarize the letter. The person requesting the birth certificate must sign the letter. The letter must state the purpose for which the birth certificate is requested. The letter must contain the name and contact information of the person requesting the birth certificate. The letter must contain the name of the child whose birth certificate is requested. The letter must contain the PSA Control Number of the child whose birth certificate is requested. The letter must be dated and notarized within six months from the date of request. The requestor's valid government-issued photo ID must be attached to the letter. If the requestor is not the mother or father of the child, additional documentation may be required to prove the relationship to the child or legal authority to request the document on behalf of the child (e.g., death certificate, court order). Fees may apply and vary depending on the request method (e.g., in-person, mail, online). By providing a notarized authorization letter, you are giving PSA permission to release your child's birth certificate to you or another designated person. Be sure that your authorization meets all requirements for PSA to process your request efficiently and without delay. Peyton Bagley is an English teacher and letter writer from the United States of America. She has been teaching for over 15 years and loves helping her students improve their writing skills. Peyton has also worked as a freelance writer and editor for several years. In her free time, she enjoys spending time with her family, reading, and hiking. 100% (1) 100% found this document useful (1 vote) 8K views 1 page Are you unable to claim your PSA certificate personally? Don't worry, you can still get your important document by providing an authorization letter to your representative. Here's a sample authorization letter to claim PSA that you can use as a guide. This letter allows a representative to claim your PSA certificate or document on your behalf. Keep in mind that this is just a sample and you can edit it according to your needs. An authorization letter is a written document that gives permission to a representative to act on your behalf for a specific purpose. In this case, you are allowing your representative to claim your PSA certificate. It is important to provide all the necessary details such as your name, address, and the name of your representative to ensure a hassle-free transaction. Below are some tips to help you create your own authorization letter to claim PSA: Tips for Creating an Authorization Letter to Claim PSA 1.

Mark Smith  
1112 Little St.  
Los Angeles, CA 90034

December 30, 2012

Mr. John Doe  
Law Office of Doe, Clark, and Kim  
545 Main St., Suite 213  
Los Angeles, CA 90043

Dear Mr. Doe:

I, Mark Smith, authorize Sarah Jones to sign the pre-arranged legal document (case #1234567) while I am out of town between the dates of January 5, 2013 and January 24, 2013. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign this document in my absence.

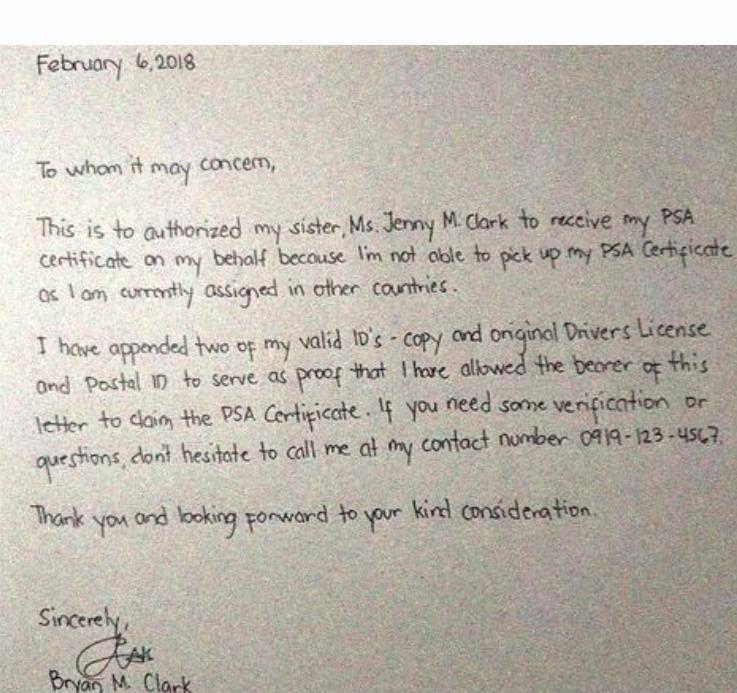
I appreciate both your and Ms. Jones' cooperation in this matter.

Sincerely,

Mark Smith

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Date: Signature over Printed Name of Principal: NOTARY PUBLIC Doc. No.: Page No.: Book No.: Series of . (Seal) I, the undersigned authority, certify that I have personally examined the person who is known to me to be the principal herein and who has executed the foregoing instrument and acknowledged to me that the same is his/her free act and deed. Given this day of , 20 , at , CTC No.: ; Issued on: ; Expires on: . Signature over Printed Name of Notary Public: Type or Print Name Under Signature: ; The document should be notarized, and a notary public should witness the signature. A notary public must notarize the letter. The person requesting the birth certificate must sign the letter. The letter must contain the name and contact information of the person requesting the birth certificate. The letter must contain the name of the child whose birth certificate is requested. The letter must contain the PSA Control Number of the child whose birth certificate is requested. The letter must be dated and notarized within six months from the date of request. The requestor's valid government-issued photo ID must be attached to the letter. If the requestor is not the mother or father of the child, additional documentation may be required to prove the relationship to the child or legal authority to request the document on behalf of the child (e.g., death certificate, court order). Fees may apply and vary depending on the request method (e.g., in-person, mail, online). By providing a notarized authorization letter, you are giving PSA permission to release your child's birth certificate to you or another designated person. Be sure that your authorization meets all requirements for PSA to process your request efficiently and without delay.

**AUTHORIZATION LETTER**

September 1, 2022

To whom it may concern,

I, Agnes Z. Dela Cruz, authorize my brother, Darwin Z. Dela Cruz, to claim my ATM card in China bank, Henson St., Angeles City, Pampanga as I am currently working.

To support my claim, I have attached two of my IDs, respectively:

- UMID ID: CRN \_\_\_\_\_
- NATIONAL ID: \_\_\_\_\_

to serve as proof that I have allowed the bearer of this letter to claim the documents on my behalf.

Should you have any questions about the identity of the person bearing this letter, you can always call me at \_\_\_\_\_

Thank you and I am hoping for your smooth cooperation.

Yours sincerely,

Agnes Z. Dela Cruz

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_. CTC No.: \_\_\_\_\_; Issued on: \_\_\_\_\_; Expires on: \_\_\_\_\_. Signature over Printed Name of Notary Public: \_\_\_\_\_ Type or Print Name Under Signature: \_\_\_\_\_ The document should be notarized, and a notary public should witness the signature. A notary public must notarize the letter. The person requesting the birth certificate must sign the letter. The letter must state the purpose for which the birth certificate is requested. The letter must contain the name and contact information of the person requesting the birth certificate. The letter must contain the name of the child whose birth certificate is requested. The letter must contain the PSA Control Number of the child whose birth certificate is requested. The letter must be dated and notarized within six months from the date of request. The requestor's valid government-issued photo ID must be attached to the letter. If the requestor is not the mother or father of the child, additional documentation may be required to prove the relationship to the child or legal authority to request the document on behalf of the child (e.g., death certificate, court order). Fees may apply and vary depending on the request method (e.g., in-person, mail, online).

## Authorization Letter for Claiming

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Be sure that your authorization meets all requirements for PSA to process your request efficiently and without delay. Peyton Bagley is an English teacher and letter writer from the United States of America. She has been teaching for over 15 years and loves helping her students improve their writing skills. Peyton has also worked as a freelance writer and editor for several years. In her free time, she enjoys spending time with her family, reading, and hiking. 100%(1)100% found this document useful (1 vote)8K views1 page Are you unable to claim your PSA certificate personally? Don't worry, you can still get your important document by providing an authorization letter to your representative. Here's a sample authorization letter to claim PSA that you can use as a guide. This letter allows a representative to claim your PSA certificate or document on your behalf. Keep in mind that this is just a sample and you can edit it according to your needs. An authorization letter is a written document that gives permission to a representative to act on your behalf for a specific purpose. In this case, you are allowing your representative to claim your PSA certificate. It is important to provide all the necessary details such as your name, address, and the name of your representative to ensure a hassle-free transaction. Below are some tips to help you create your own authorization letter to claim PSA:

Tips for Creating an Authorization Letter to Claim PSA

1. Start with a title. Make sure to indicate the purpose of your letter to avoid confusion.
2. Provide your personal information. Include your name, address, and contact details in the letter to verify your identity.
3. Specify the purpose of the letter. State the reason why you need a representative to claim your PSA certificate.
4. Provide the details of your representative. Include the name and contact details of your representative to ensure that they can claim the document. Make sure that your representative has a valid ID.
5. State the date and duration of validity. Indicate the date when the letter is written and the length of time that it is valid. Most authorization letters are valid for 3 months.

Sign the letter. Make sure to sign the letter and include your printed name and signature for verification.

7. Get it notarized. If possible, get your letter notarized by a lawyer for added security. Examples of Sample Authorization Letter to Claim PSA

Greeting: Dear Sir/Madam, Letter Body: I, [Your Name], authorize my [Relationship], [Representative's Name] to claim my birth certificate from the PSA. I am unable to do so myself due to [reasons]. Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf.

The validity of this authorization letter is until [date]. Thank you for your assistance in this matter. Complimentary Close: Sincerely, Greeting: Dear PSA Officer, Letter Body: I, [Your Name], hereby authorize my [Relationship], [Representative's Name] to claim my marriage certificate from the PSA.

I am unable to claim it myself due to [reasons]. Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. This letter is valid until [date]. Thank you for your attention to this matter. Complimentary Close: Respectfully yours, Greeting: To Whom It May Concern, Letter Body: I, [Your Name], hereby authorize my [Relationship], [Representative's Name] to claim my CENOMAR from the PSA. I am unable to claim it myself due to [reasons].

Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. This authorization letter is valid until [date]. Thank you very much for your assistance. Complimentary Close: Best regards, Greeting: Dear PSA Personnel, Letter Body: I, [Your Name], authorize my [Relationship], [Representative's Name] to claim the death certificate of my [Relationship], [Deceased Person's Name], from the PSA. I am unable to claim it myself due to [reasons]. Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. The validity of this authorization letter is until [date]. Thank you for your kind attention to this matter. Complimentary Close: Sincerely, Greeting: Dear PSA Officer, Letter Body: I, [Your Name], hereby authorize my [Relationship], [Representative's Name], to claim my annulment decree from the PSA. I am unable to do so myself due to [reasons]. Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. This letter is valid until [date]. Thank you for your help in this matter.

Complimentary Close: cordially, Greeting: To Whom It May Concern, Letter Body: I, [Your Name], authorize my [Relationship], [Representative's Name], to claim my negative result certification from the PSA. I am unable to claim it myself due to [reasons]. Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. The validity of this authorization letter is until [date]. Thank you for your attention to this matter. Complimentary Close: Sincerely, Greeting: Dear PSA Personnel, Letter Body: I, [Your Name], authorize my [Relationship], [Representative's Name], to claim my local civil registry documents from the PSA. I am unable to claim it myself due to [reasons].

Representative's Name will bring [his/her] valid ID and the acknowledgment receipt to claim the certificate on my behalf. This letter is valid until [date]. Thank you for your assistance in this matter. Complimentary Close: Sincerely, Frequently Asked Questions

An authorization letter is a written document that gives permission to a representative to act on your behalf for a specific purpose, such as claiming your PSA document. What should I include in my authorization letter? Your authorization letter should include your personal information, the name of your representative, the purpose of the letter, the date and duration of validity, and your signature. How long is the validity of an authorization letter? An authorization letter is usually valid for 3 months, but you can specify the duration of validity in your letter.

Do I need to get my authorization letter notarized? It is not necessary to get your authorization letter notarized, but it can add an extra layer of security to your document. Can I edit the sample authorization letter to claim PSA?

Yes, you can edit the sample authorization letter to claim PSA according to your needs. What if my representative is not available to claim my PSA document? You can provide a new authorization letter to a different representative or claim the document personally. Conclusion

Creating an authorization letter to claim PSA is a simple and straightforward process. Just make sure to provide all the necessary details and follow the tips and examples provided in this article. With your representative and authorization letter, you can now claim your PSA certificate hassle-free! How do you get PSA from another person? Anyone can collect a birth certificate on behalf of someone else. A valid reason for collecting a birth certificate is when the holder of the certificate is underage. Use this PSA Authorization letter if you need to request a copy of a birth certificate for passport, social security, school, or other identification purposes. This letter is used to request a copy of a birth certificate from a government office. A birth certificate is an official document pertaining to the identification of a person by name, place, and date of birth along with parental information. It ensures that a child, born in a country, gets enrolled in the birth register of that country. It is generally issued by the health department and one of the most important official documents of a person required throughout life on numerous occasions. In this situation, of the legal spouse, like a father or the mother (or another brother or sister of legal age), will collect the birth certificate on behalf of the child.

It's important that you state the formal names of the person that collects, and the person that needs the birth certificate. Also provide sufficient Identity proof of both parties, by providing original or copies of the passports, id cards, driver licenses, etc. Consider the following documents when you request a copy of a Birth Certificate: PSA Authorization letter (or Birth Certificate Request Letter); signed valid original ID from the owner of legal age, legal spouse, father, mother, son or daughter (legal age); original signed Letter of Authorization from the owner of legal age, legal spouse, father, mother, son or daughter (legal age); photocopy of the signed valid original ID from the owner of legal age, legal spouse, father, mother, son or daughter (legal age); photocopy of the signed valid original ID of the Authorized Representative; signed valid original ID of the Authorized Representative and submit the following upon delivery payment for the applicable fees. Download this PSA Authorization letter, which is a fast and hassle-free way of processing your PSA certificate requests. By properly filling in the details, you will end up with a decent letter. Customize the content and provide the necessary documents, then you need to bring or send the request letter to the appropriate office located here once completed. DISCLAIMER: Nothing on this site shall be considered legal advice and no attorney-client