

I'm not a robot 
reCAPTCHA

I am not a robot!

Nso birth certificate example of authorization letter for psa

If you need to get a copy of your NSO birth certificate but cannot do so in person, an authorization letter can allow someone else to obtain it for you. Here is a sample letter that you can use as a guide: This article provides an authorization letter sample to get NSO birth certificate. The following examples can be used as a starting point for your own letter. Feel free to edit them as needed. Tips for Writing an Authorization Letter When writing an authorization letter to get an NSO birth certificate, keep the following tips in mind:

1. Authorization Letter for a Relative Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [relationship] [relative's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
2. Authorization Letter for a Friend Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
3. Authorization Letter for an Employee Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [employee's position] [employee's name], of [company name], to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
4. Authorization Letter for a Spouse Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my spouse [spouse's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and our marriage certificate. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
5. Authorization Letter for a Lawyer Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my lawyer [lawyer's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my lawyer's bar membership ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
6. Authorization Letter for a Caregiver Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my caregiver [caregiver's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my caregiver's ID. Thank you for your assistance in this matter.

Date: _____

To Whom It May Concern,

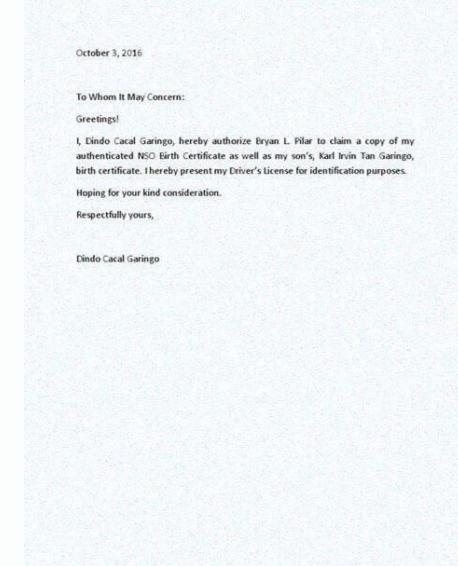
I, _____, hereby authorized _____ to acquire a copy of the certificate of no marriage (cenomar) because I will not be able to be present in your office due to _____

I am hoping that my request will be granted by your good office. Together with this letter is a photocopy of my identification card for verification purposes.

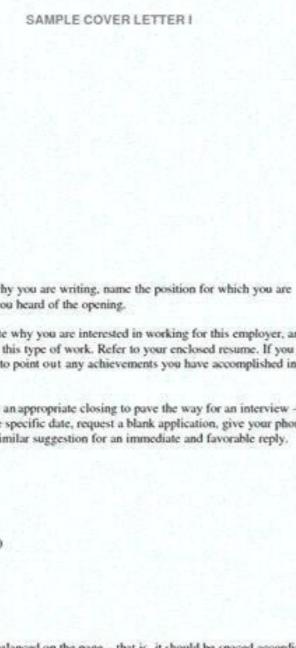
Thank you for being understanding and consideration.

Yours Truly,

Authorization Letter for a Friend Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. duwadowe As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs].



Authorization Letter for a Friend Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 3. Authorization Letter for an Employee Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [employee's position] [employee's name], of [company name], to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 4. Authorization Letter for a Spouse Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my spouse [spouse's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and our marriage certificate. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 5. Authorization Letter for a Lawyer Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my lawyer [lawyer's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my lawyer's bar membership ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 6.



Tips for Writing an Authorization Letter When writing an authorization letter to get an NSO birth certificate, keep the following tips in mind:

1. Authorization Letter for a Relative Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [relative's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. cohekavoxu Sincerely, [Your name and signature]
2. Authorization Letter for a Friend Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
3. Authorization Letter for an Employee Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [employee's position] [employee's name], of [company name], to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
4. Authorization Letter for a Spouse Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my spouse [spouse's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and our marriage certificate. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
5. Authorization Letter for a Lawyer Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my lawyer [lawyer's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my lawyer's bar membership ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
6. Authorization Letter for a Caregiver Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my caregiver [caregiver's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my caregiver's ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature]
7. Authorization Letter for a Guardian Dear Sir/Madam, I, [your name], am a minor and unable to request my NSO birth certificate in person. As such, I am authorizing my legal guardian [guardian's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my guardian's ID and court order proving their guardianship. Thank you for your assistance in this matter.

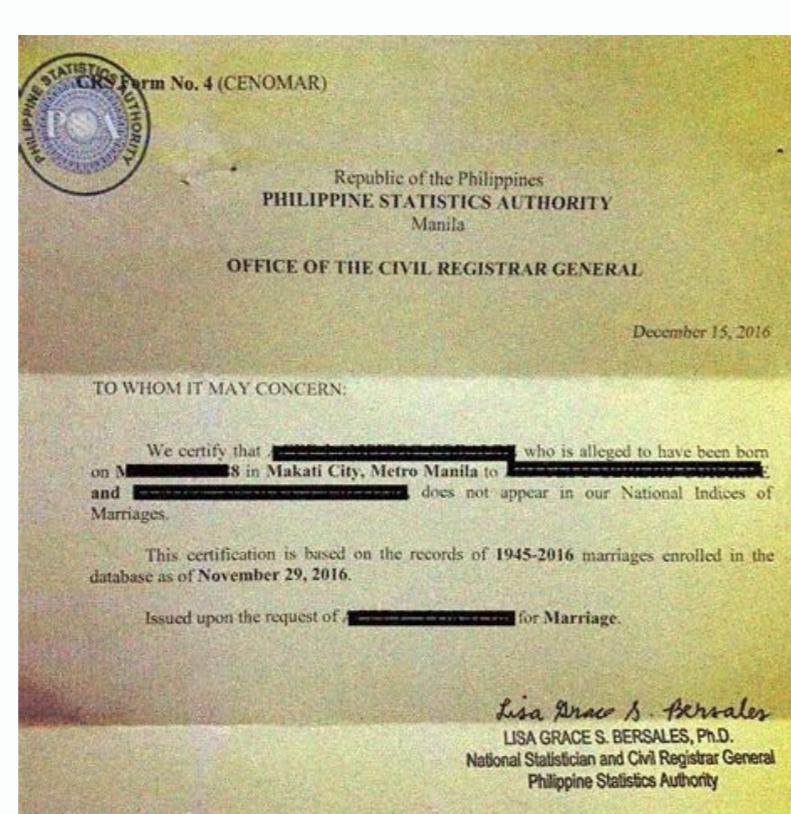
Sincerely, [Your name and signature]

Frequently Asked Questions

Can I authorize anyone to request my NSO birth certificate? Yes, you can authorize anyone to request your NSO birth certificate as long as they are 18 years old and above and have valid IDs. Do I need to provide any documents along with my authorization letter? Yes, you need to provide a copy of your valid IDs and any additional documents required by the NSO office, such as a marriage certificate or a court order proving guardianship. How long does it take to process the request? The processing time may vary depending on the volume of requests received and the mode of delivery chosen. It usually takes 3 to 7 working days for delivery within the Philippines, and 6 to 8 weeks for delivery overseas. Can I request for more than one copy of my NSO birth certificate? Yes, you can request for multiple copies of your NSO birth certificate using the same authorization letter. What if there is an error in my NSO birth certificate? If you discover any errors in your NSO birth certificate, you will need to file for a correction. You can do this by submitting a petition for correction at the local civil registry office where the birth was registered. Can I still request my NSO birth certificate even if I have lost my valid IDs? If you have lost your valid IDs, you can still request your NSO birth certificate by presenting other supporting documents such as a police clearance or a certification from your barangay captain.

Conclusion

Writing an authorization letter to get your NSO birth certificate is a simple process that can save you time and effort.



Authorization Letter for a Relative Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my [relationship] [relative's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid ID's]. Thank you for your assistance in this matter.

AUTHORIZATION LETTER

To whom it may concern:

This is to authorize John Martin to obtain my birth certificate from the Department of Registration on my behalf as I am currently unable to do so myself. Should you require proof from me regarding the identity of the individual bearing this letter, please call me through my home contact: +44 20 7689 9876

Yours sincerely,
David Myles,
Signature

As such, I am authorizing my [relationship] [relative's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 2. Authorization Letter for a Friend Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 3. Authorization Letter for an Employee Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my friend [friend's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs]. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 4. Authorization Letter for a Spouse Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my spouse [spouse's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and our marriage certificate. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 5. Authorization Letter for a Lawyer Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my lawyer [lawyer's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my lawyer's bar membership ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 6. Authorization Letter for a Caregiver Dear Sir/Madam, I, [your name], am unable to request my NSO birth certificate in person due to [reason for absence]. As such, I am authorizing my caregiver [caregiver's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my caregiver's ID. Thank you for your assistance in this matter. Sincerely, [Your name and signature] 7. Authorization Letter for a Guardian Dear Sir/Madam, I, [your name], am a minor and unable to request my NSO birth certificate in person. As such, I am authorizing my legal guardian [guardian's name] to obtain it on my behalf. Attached to this letter are my valid IDs [your valid IDs] and a copy of my guardian's ID and court order proving their guardianship. Thank you for your assistance in this matter. Sincerely, [Your name and signature] Frequently Asked Questions Can I authorize anyone to request my NSO birth certificate? Yes, you can authorize anyone to request your NSO birth certificate as long as they are 18 years old and above and have valid IDs. Do I need to provide any documents along with my authorization letter? Yes, you need to provide a copy of your valid IDs and any additional documents required by the NSO office, such as a marriage certificate or a court order proving guardianship. How long does it take to process the request? The processing time may vary depending on the volume of requests received and the mode of delivery chosen. It usually takes 3 to 7 working days for delivery within the Philippines, and 6 to 8 weeks for delivery overseas. Can I request for more than one copy of my NSO birth certificate? Yes, you can request for multiple copies of your NSO birth certificate using the same authorization letter. What if there is an error in my NSO birth certificate? If you discover any errors in your NSO birth certificate, you will need to file for a correction. You can do this by submitting a petition for correction at the local civil registry office where the birth was registered. Can I still request my NSO birth certificate even if I have lost my valid IDs? If you have lost your valid IDs, you can still request your NSO birth certificate by presenting other supporting documents such as a police clearance or a certification from your barangay captain. Conclusion Writing an authorization letter to get your NSO birth certificate is a simple process that can save you time and effort. By following the tips and examples provided in this article, you should be able to create a letter that meets the requirements of the NSO office and allows someone else to obtain your birth certificate with ease. Need a birth, marriage, death certificate, or CENOMAR? Request these documents online, for delivery anywhere in the Philippines or abroad. VISIT PSA SERBILIS NOW your birth certificate, anytime...anywhere... VISIT PSA HELPLINEFast & Hassle Free Certificate Delivery