Certification, Authentication & Verification (CAV) Form

CAV No. _____

REQUIREMENTS:
1. **LETTER OF CONFIRMATION** from the School Registrar (Original copy)
2. **DIPLOMA** (2 Xerox copies duly certified by the School Registrar)
3. **TRANSCRIPT OF RECORDS** (2 Xerox copies duly certified by the School Registrar)
4. **SPECIAL ORDER NO.** (1 Xerox copy duly certified by the School Registrar)
5. **AUTHORIZATION LETTER** & **VALID ID of representative** - in the absence of the applicant

Note: ALL THE ABOVEMENTIONED REQUIREMENTS ARE STRICTLY "NEEDED"!
IF INCOMPLETE, APPLICATION WILL NOT BE ACCEPTED/PROCESSED!

PROCEDURE:
1. Present to the PAD Officer all the requirements specified above.
2. Fill out this form completely and attach ALL/COMPLETE documents.
3. Pay P80.00 at the Cashier Section.
4. Claim Stub will be given upon payment.

FOR THE APPLICANT / REPRESENTATIVE

1. **Name appearing in the TOR & Diploma:** _____

2. **Permanent Address:** _____

3. **Contact Number (required):** _____

4. **Name of School graduated & address:** _____

5. **Title / Course (including major):** _____

6. **Specific Date of Graduation:** _____

7. **Special Order No.:** _____, series of _____, date issued: _____

8. **Official Receipt No. (*issued by the CHED Cashier*)** _____ date issued: _____

9. **Purpose: (pls. check)**
   ☐ DFA Authentication (*Apostille*)

   ☐ MARINA (*Seaman's Book*) / POEA

   ☐ Local Employment (Ranking/Reclassification/Promotion)

   ☐ PRC Licensure Examination

   ☐ others, please specify: _____

_____   _____
Applicant's Signature   Representative's Signature Over Printed Name / Relationship
                                            and Contact Number