



Republic of the Philippines
Professional Regulation Commission
Manila

PRC REG Form No. 004 (Rev. Sept 2002)

FOR DFA

REGISTRATION DIVISION

ACTION SHEET FOR AUTHENTICATION

Date filed: _____

NAME: _____ PROFESSION: _____

LICENSE NO.: _____ DATE REGISTERED: _____ TEL. No./CP No.: _____

Registration Certificate No. OF COPIES: _____ (P75.00/copy) **Professional ID / license** No. OF COPIES: _____ (P75.00/copy)

FOR PRC PROCESSING

Amount: _____ O.R. No. : _____ Processed by: _____

Date: _____ Issued by: _____ Date due: _____

NOTE: ONLY VALID OR CURRENT PROFESSIONAL LICENSE/ID WILL BE AUTHENTICATED.

PLEASE FILL OUT THIS CLAIM SLIP

AUTHENTICATION CLAIM SLIP

NAME: _____ PROFESSION: _____

LICENSE NO.: _____ DATE REGISTERED: _____

Registration Certificate No. OF COPIES: _____ **Professional ID / license** No. OF COPIES: _____

Date filed: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Date due: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Please present this slip to claim documents at Window _____ . REPRESENTATIVE WITH PROPER IDENTIFICATION SHOULD PRESENT AUTHORIZATION LETTER FROM THE REGISTERED PROFESSIONAL.

REGISTRATION OFFICER

PROCEDURES

Step 1. Accomplish this Action Sheet (AS).

Step 2. Pay for metered documentary stamps at the CSC. Please make sure that your photo/xerox copy/ies of documents have metered documentary stamps.

Step 3. Pay prescribed fees at the Cashier:

Step 4. Present duly accomplished AS together with documents and receive your claim slip at:
Window 16 Window 18 Window 30

Step 5. Claim your documents as scheduled. Please refer to your claim slip for further instructions.

REQUIREMENTS

1. Duly accomplished Action Sheet
2. Original and photo/xerox copies of professional license or registration certificate to be authenticated with metered documentary stamps
3. Official receipt