



**Republic of the Philippines**  
**Professional Regulation Commission**  
**Manila**

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

**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