



Philippine  
Overseas  
Employment  
Administration  
**PLEASE ROUTE WITHIN  
YOUR BRANCH**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 501

Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotline: 722-1144, 722-1155



POEA Advisory No. 08  
Series of 2019

### Request for Issuance of Certified Copy of OFW Information/Record In Conformity with RA 10173, known as the Data Privacy Act of 2012

The public is reminded that the Certified Copy of OFW Information/Record secured from POEA shall be used only for purpose/s as permitted by the owner of the information and shall not be used against him/her unless ordered by any judicial body or government agency whose mandate is to seek the truth, justice, protection of lawful rights and interest of natural or legal person in court proceedings, or the establishment, exercise or defense of legal claims or when provided to government or public authority.

The Certified Copy of OFW Information/Record is commonly requested for employment purposes, passport/visa application, loan, availment of OWWA Program and Reduced Travel Tax Exemption. For such purpose, the family member of the OFW (spouse, children, parents, siblings) may request for the issuance of said record in behalf of the OFW and the following (original and photocopy) shall be presented to POEA:

- 1.) Written consent of the OFW for the release of his/her Information/Record;
- 2.) One (1) valid ID (Passport or any Government Issued ID) of the requesting party; and
- 3.) Any of the following documents, whichever is applicable: Marriage Certificate of the OFW, Birth Certificate of the OFW children/sibling.

Likewise, in case of request for legal assistance/repatriation of an OFW and conciliation/walk-in settlement between the OFW and Licensed Recruitment Agency, the concerned OFW/representative of the OFW/Licensed Recruitment Agency need not secure a Certified Copy of OFW Information and instead directly proceed to the concerned POEA offices which have access to said information stored in the database. **For cases filed at Court or Government Agency with mandate mentioned above, an Order directing the POEA to issue the Certified Copy of OFW Information/Record is required as this will serve as basis for approval/release of OFW Information/Record.**

This POEA Advisory is embodied in the Terms of Use of the OFW Records Online Appointment System (OROAS) as well as a reminder that pops up on the computer monitor/screen wherein the requesting party is required to read and agree before proceeding with the setting of his/her appointment online.

The issuing Office, Official/s and Employee/s shall not be held liable for any damage/s resulting from misuse of any or all of the information contained in the OFW Information/Record which was issued to the requesting party who shall be responsible in upholding the privacy of the owner of the information/record.

This supersedes POEA Advisory No. 40, series of 2018.

For information, guidance and compliance of all concerned.

**BERNARD P. OLALIA**  
Administrator

CONTROLLED AND DISSEMINATED  
BY CRD ON 29 MAR 2019