

News Release
December 6, 2018

POEA launches OFW records appointment system

Starting December 10, 2018, interested parties may use the OFW Records Online Appointment System when requesting verification or certification of OFW records.

The appointment service is free and is available at ofwrecords.poea.gov.ph

The appointment system was developed for the convenience of the OFW and family members who have limited time to go to the POEA and to spare them from queuing while waiting for their turn to be served.

With the appointment system, users may select the most convenient date and time for them to obtain the OFW record.

The requesting party shall bring the printed Request for Verification/ Certification when claiming the OFW record at the POEA central records division on the scheduled date and time together with the following documents:

Overseas Filipino Worker

1. Accomplished Verification Request Form
2. Identification document with picture (Passport, Driver's License, PRC Card, NBI Clearance, Company ID, etc.)
3. Proof of Relationship (original or authenticated or certified true copy)

Members of the family or relatives of the OFW

1. Accomplished Verification Request Form
2. Identification document with picture (Passport, Driver's License, PRC Card, NBI Clearance, Company ID, etc.)
3. Proof of Relationship (original or authenticated or certified true copy)
 - a. Spouse - marriage contract
 - b. Children- birth certificate of the requesting party
 - c. Siblings - birth certificate of the requesting party and birth certificate of the OFW
 - d. Parents - birth certificate of the OFW

Other Parties:

1. Accomplished Verification Request Form/Formal Written Request Indicating the Purpose
2. Other Requirements
 - a. Persons Authorized by the OFW - Special Power of Attorney
 - b. Government Agencies - Proof of authority of representative to receive the record
 - c. Parties with case filed in court - Court order to the POEA or Letter request from the law office with authorization from the complaining party
3. Identification document with picture (Passport, Driver's License, PRC Card, NBI Clearance, Company ID, etc.)

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