

## News Release

September 18, 2021

### Authorization required for delivery of OFW passports to agencies

The Philippine Overseas Employment Administration (POEA) has reminded all licensed recruitment agencies (LRAs) of authorization required by the Department of Foreign Affairs (DFA) in receiving the delivery of the Philippine passports of their hired overseas Filipino workers (OFWs).

The DFA said the authorization must come from the OFWs who have availed courier services for the delivery of their passports and have provided their recruitment agency's office address as the location of the delivery, in cases of the absence of the OFWs on the day of transport.

As such, the LRAs are required to present to the courier staff the required documents such as the Special Power of Attorney (SPA), executed by the OFW, designating the authorized representative from the agency to receive the OFW's Philippine passport, as well as an original and photocopy of valid ID of both the OFW and the authorized representative. The said required documents are also needed in case the receiver of the passport is not the applicant or a close family relative.

The DFA issued the guidelines in line with the legal and regulatory requirements that governs the issuance of confidential documents, such as passports.

All LRAs that are registered with the DFA OFW Portal are directed to comply with the guidelines, as well as continue to aid the OFWs in securing their online passport appointments in the most convenient way and ensure that they will not lose job opportunities even amidst the pandemic. ###