DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

FREEDOM OF INFORMATION REQUEST FORM

PART I. INFORMATION ON THE REQUESTED PARTY

1. Title: (Mr./Ms./Mrs.) _____ Others: _____

2. Full name:

Surname: _____

First Name: (including M.I.) _____

3. Complete Address:

Apt/House No. Street: _____

Brgy/District: _____

City Municipality: _____

Province: _____

4. Company/Affiliation/Organization/School and Position:

_____

5. Type of I.D. Given: (with photograph and signature)

☐ Passport ☐ Driver's License Others: (Pls Specify) _____

☐ Postal ID ☐ Voter's ID

6. Contact Details:

Landline: _____

Fax: _____

Mobile: _____

Email: _____

7. Preferred Mode of Communication:

☐ Landline ☐ Mobile ☐ E-mail ☐ Postal Address

8. Preferred Mode of Reply/Response:

☐ Pick-up ☐ Fax ☐ E-mail ☐ Postal Address

9. Name of Representative/Guardian:

Surname: _____

First Name: (including M.I.) _____

10. I.D. of Representative: _____

11. Proof of Authority: _____

PART II. REQUESTED INFORMATION

12. Title of Document Requested:
(Please provide as much details as you can)

13. Date Requested: (dd/mm/yyyy) _____

☐ Photocopy ☐ Certified Photocopy ☐ Certified True Copy

_____

14. Purpose of Request: (Please be as specific as possible)

_____

15. Any other relevant information: _____

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Department of Foreign Affairs. I understand that the Department of Foreign Affairs may collect, use and disclose personal information contained in this request.

16. Signature of Requesting Party or Representative:

_____

Date: (dd/mm/yyyy) ___/___/___

FOR OFFICIAL USE ONLY:

Received by:

_____

Name and Signature

Date and Time Received: _____

Remarks: _____

Document Tracking #: _____

For further inquiries please call telephone #: +63 (2) 834 4483 or email: opd@dfa.gov.ph