

[15 September 2026]

The Officer-in-Charge
Philippine Statistics Authority
[Serbilis Outlet, East Avenue, Quezon City]

Dear Sir/Madam:

Re: Authorization to claim PSA [Certificate of Live Birth]

I, [MARK ANGELO T. BAUTISTA], of legal age, Filipino, and a resident of [55 Katipunan Avenue, Barangay Loyola Heights, Quezon City], am the owner of the civil registry record described below and am unable to personally claim it because [I am currently working in Cebu City].

I hereby authorise my [mother], [ROSARIO T. BAUTISTA], of legal age and a resident of [the same address], to request, claim and receive on my behalf the following document from your office:

Type of document: [PSA Certificate of Live Birth]
Number of copies: [Two (2) copies]
Name on the record: [Mark Angelo T. Bautista]
Date of birth: [09 June 1997]
Place of birth: [Quezon City, Metro Manila]
Father's full name: [Antonio S. Bautista]
Mother's maiden name: [Rosario D. Tolentino]
Purpose: [Employment requirement]
Reference number: [1234-5678-9012, if the request already has one]

My representative is [my mother], and she is likewise authorised to sign the claim stub and any acknowledgement receipt required by your office in connection with this request.

Attached are photocopies of my valid identification card, signed by me, and of my representative's valid identification card. My representative will present her original identification card upon claiming. The signature appearing above is my own and matches the signature on the identification card attached.

This authorisation is valid for this transaction only.

Thank you very much for your assistance. I may be reached at [0917 123 4567] for verification.

Very truly yours,

[MARK ANGELO T. BAUTISTA]
ID presented: [PhilSys ID No. 1234-5678-9012]

Conforme — specimen signature of the authorised representative:

[ROSARIO T. BAUTISTA]

ID presented: [UMID No. 0123-4567890-1]