

[15 September 2026]

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

Dear Sir/Madam:

Re: Authorization to claim PSA birth certificate

I, [ANNA MARIE R. REYES], of legal age and a resident of [78 Quimpo Boulevard, Barangay Ecoland, Davao City], hereby authorise my [sister], [LIZA R. REYES], of legal age and a resident of the same address, to request, claim and receive on my behalf my Certificate of Live Birth issued by your office.

The said request is covered by [PSA reference number 1234-5678-9012]. My representative is likewise authorised to sign the claim stub and any acknowledgement receipt required by your office in connection with this transaction.

Attached are photocopies of my valid identification card and of my representative's valid identification card. My representative will present her original identification card upon claiming.

This authorisation is valid for this transaction only[, or until 31 December 2026].

Thank you for your kind assistance. Should you need to verify this authorisation, I may be reached at [0917 123 4567].

Very truly yours,

[ANNA MARIE R. REYES]
ID presented: [PhilSys ID No. 1234-5678-9012]

Conforme — specimen signature of the authorised representative:

[LIZA R. REYES]
ID presented: [Driver's Licence No. N01-23-456789]