

SAMPLE LETTER OF AUTHORIZATION

Date: _____

The Director
National Bureau of Investigation
Manila, Philippines
Attention: NBI Clearance Center

To whom it may concern,

I hereby authorize the bearer, _____, to file, claim, and receive my NBI Clearance on my behalf. I am unable to personally file and claim my NBI Clearance because _____.

Attached is a copy of my valid government-issued ID/passport as proof of my consent on the said matter. He/She will also present his/her Identification Card for verification purposes.

Thank you very much.

Respectfully yours,

Name of Applicant
Complete Address of Applicant
Passport / ID No.: _____
Date of Issue: _____
Place of Issue: _____