

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, **Name of representative**, to file, claim and receive my NBI Clearance on my behalf. I am unable to personally file and claim my NBI Clearance as I am currently residing in Australia.

Attached is a copy of my passport as proof of my consent on the said matter. He/She will also present his/her Identification Card, for identification purposes.

Thank you very much.

Respectfully yours,

Name of Applicant
Complete Address of Applicant
Passport No.
Date of Issue
Place of Issue