



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Region 9

3rd Floor, QNS Building, Veterans Avenue Extension
 Tumaga Road, Zamboanga City



**CHECKLIST OF REQUIREMENTS ON THE ISSUANCE OF AUTHORITY TO
 TO RECRUIT OUTSIDE THEIR BUSINESS ADDRESS**

Applicant Name and Address		Contact No			
Authorized Rep. and Address		Contact No			
Received By:					
Received Date:		Status:	Complete		
			Incomplete		
Remarks:			Returned Date:		
Documentary Requirements:			YES	NO	NAP
1. Letter request by the agency					
2. Copy of current Private Recruitment and Placement Agency (PRPA) License					
3. Certification under oath of licensee of the proposed recruitment activities of the representative					
4. NBI Clearance and bio-data of the representative with two (2) passport size pictures					
5. Clearance from previous agency, if applicable; and in case of renewal, previous Authority to Recruit					
6. Certificate of no pending case from DOLE Field Offices					

Fees:

- Authority fee of 1,500.00 co-terminus with the PRPA License unless sooner revoked/cancelled by the issuing Regional Office or terminated by the agency