



**CHECKLIST OF REQUIREMENTS
FOR REQUEST OF COPY OF MORTGAGE DOCUMENTS
(Transfer Certificate of Title, Deed of Absolute Sale, Tax Declaration, etc.)**

REQUIRED DOCUMENTS	WHERE TO SECURE
FOR MEMBER-APPLICANT/ BORROWER	
<p>1. One (1) valid ID with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>2. Letter of Request for Mortgage Documents (1 original copy)</p>	<p>Borrower/Co-Borrower</p>
<p>3. Notarized Affidavit of Loss (if the requested documents are Release of Real Estate Mortgage (ROREM)/Cancellation/Release of Deed of Assignment (CRDOA))</p>	<p>Borrower/Co-Borrower</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>THRU REPRESENTATIVE/ATTORNEY-IN-FACT</p> <p>1. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative and borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) <p>2. Letter of Request for Mortgage Documents (1 original copy)</p> <p>3. Notarized Special Power of Attorney of the borrower/co-borrower (1 original copy)</p> <p><u>For OFW Members</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy) ✓ For documents executed abroad (1 original copy) 	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Person being represented</p> <p>Person being represented</p> <p>Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA notarized by a Philippine Consular Officer, or SPA notarized by a local notary (of the country where the member is working) ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <p>4. Notarized Affidavit of Loss (if the requested documents are Release of Real Estate Mortgage (ROREM)/Cancellation/Release of Deed of Assignment (CRDOA))</p>	<p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Borrower/Co-Borrower</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	