



Republic of the Philippines
Professional Regulation Commission
Manila

PRC REC FORM No. 003 (REV 3-09 SEPT 2009)

DATE FILED: _____

RECORDS MANAGEMENT DIVISION

STATEBOARD VERIFICATION SLIP

NAME: _____
LAST NAME FIRST NAME MIDDLE NAME MARRIED NAME

PROFESSION: _____ LICENSE NUMBER: _____

DATE OF EXAMINATION: _____ (mm/yyyy) DATE OF REGISTRATION: _____ (mm/dd/yyyy)

EXAMINATION NUMBER: _____

GENERAL AVERAGE RATING: _____ LICENSE EXPIRATION DATE: _____ (mm/dd/yyyy)

TEL./CELLPHONE NO.: _____ DATE OF BIRTH: _____ (mm/dd/yyyy)

NAME OF SCHOOL: _____ (COMPLETE NAME)

SCHOOL ADDRESS: _____ CITY/MUNICIPALITY/PROVINCE

DEGREE/COURSE: _____ DATE OF GRADUATION: _____ (mm/dd/yyyy)

FOR PRC PROCESSING

RECEIVED BY: _____ VERIFIED BY: _____ O.R. No.: _____

COURIER/IEMS: DESTINATION: _____

Date: _____ Amount: _____

NAME OF COURIER: _____

TRACKING NO.: _____

Issued by: _____

DATE OF PICK-UP: _____

ORDINARY/REGISTERED MAIL

(Please read instructions at the reverse side)

REQUIREMENTS

1. Photo/xerox copy of valid Professional Identification card/license.
2. Photo/xerox copy of Transcript of Records.

PROCEDURE

STATEBOARD VERIFICATION/VALIDATION OF REGISTRATION/LICENSE

- Step 1. Accomplish this Stateboard Verification Slip (SBVS).
- Step 2. Pay certification/processing fee (P75.00 / copy) at the Cashier (**Main Building-back of elevator**)
- Step 3. Proceed to Customer Service Center (CSC) at Windows **M**, **N** or **O** (*near entrance gate*) pay for:
 - 3.a. **METERED DOCUMENTARY STAMP**
 - 3.b. **POSTAGE STAMP*** (*for Registered Mail only*)

*In mailing the document/s, no need to buy **POSTAGE STAMP** if you want to avail the service of a **Courier** delivery or thru an **International Express Mail Service (IEMS)**, please inform the personnel at Window-C.

- Step 4. Submit SBVS, Stateboard Verification document/s and PRC & CSC Official Receipts at Window-**C** and sign in the logbook.

NOTE:

1. Mailing is strictly an Office-to-Office transaction. The PRC is the agency authorized to process requests for verification and completion of documents coming from different countries.
2. Compliance to the Standard Operating Procedures (SOP) in the processing of the above-mentioned document/s will facilitate your transaction.