



**Republic of the Philippines**  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
REGION VI

Document Number:  
**FM 5.1.6-01**

Revision No.  
**0**

Effectivity Date:  
**July 29, 2013**

**AUTHORITY TO RECRUIT OUTSIDE BUSINESS ADDRESS  
CHECKLIST OF REQUIREMENTS**

- 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
- 6. In case of renewal, previous Authority to Recruit
- 7. Authority Fee: P1,500.00