



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

REQUEST FOR CERTIFICATE OF PENDING/NO PENDING CASE

Name: \_\_\_\_\_  
Surname First Name Middle Name

Sex: \_\_\_\_\_ Present Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\*Present Office or Institution:  
\_\_\_\_\_

\*Present Address of Office or Institution:  
\_\_\_\_\_

\*Present Position or Designation:  
\_\_\_\_\_

Purpose of Request :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Applicable only to persons representing a juridical entity.*

*By answering this form, I hereby authorize the National Privacy Commission, to collect and process the data indicated herein. I understand that my personal information is protected by Republic Act No. 10173 also known as the "Data Privacy Act of 2012."*

Requested by:

\_\_\_\_\_  
(Printed Name and Signature)

## **REQUIREMENTS:**

### **1. For Natural Persons**

- a. Duly accomplished Request for Certificate of Pending/No Pending Case Form.
- b. Certified photocopy of a valid government issued ID of the requesting party. If request is through a representative, an authorization letter from the requesting party and also a certified photocopy of a valid government issued ID of the representative must be attached.

### **2. For Juridical Persons**

- a. Duly accomplished Request for Certificate of Pending/No Pending Case Form to be filled-out by the Data Protection Officer (DPO), evidenced by a Certificate of DPO Registration with the NPC.
- b. Certified photocopy of a valid government issued ID of the DPO. If request is through a duly authorized representative of the DPO, an authorization letter and a certified photocopy of a valid government issued ID of the duly authorized representative must be attached.