



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



CHECK DELIVERY RECEIPT FORM (CDRF)

(Please Read Instructions below)

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action.

Date: _____

Name of Payee/Authorized Representative (please print): _____

Office Address/Telephone Number _____

Home Address/Contact Number: _____

| Payee | Kind of Check | Check Number | Check Date | Check Amount |
|-------|---------------|--------------|------------|--------------|
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DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

I hereby affix my signature and right thumb to attest that I am the rightful payee/authorized representative of the above-mentioned check/s and I have received the same to my full satisfaction.



ID presented:

1. _____
2. _____
3. _____
4. _____

Signature over printed name

Right thumbmark

Released by: _____

Date Released: _____

DOCUMENTARY REQUIREMENTS

| PAYEE | AUTHORIZED REPRESENTATIVE |
|---|--|
| <ol style="list-style-type: none"> 1. Check Delivery Receipt Form (CDRF) 2. E-card/UMID card/valid passport or two (2) valid government-issued IDs (<i>refer to the list below</i>) and photocopies of the same 3. If EOEM (Enhanced Optional Exit Mechanism for Memorial Plans), Quit Claim | <ol style="list-style-type: none"> 1. Check Delivery Receipt Form (CDRF) 2. Dated Written Authorization signed by the payee or duly notarized Power of Attorney, if the payee is residing in the Philippines. For payees who cannot sign due to disability or other valid reason/s, notarized and dated letter of authority bearing the thumb or other finger mark affixed by both the payee and one witness to the thumb or other finger mark 3. If payee is living abroad, written authority of representative authenticated by Apostille from the competent authority of the country where the payee is residing (if the payee is residing in a country that is a part to the Apostille Convention); or Authentication certificate ("red ribbon") from the Philippine embassy or Consulate in the country (if the payee is residing either in a country that is not a party of the Apostille Convention or in a country which acceded to the Apostille Convention but objected to the accession of the Philippines [i.e., Germany, Finland, Australia or Greece]). 4. E-Card or UMID or valid passport or two (2) valid government-issued IDs (<i>refer to the list below</i>) of the payee and the representative and photocopies of the same, if the payee is residing in the Philippines 5. E-card/UMID card/ valid passport or two (2) valid government-issued IDs of the representative and photocopies of the same, if the payee is living abroad. 6. If EOEM (Enhanced Optional Exit Mechanism for Memorial Plans), Quit Claim |

**LIST OF ACCEPTABLE GOVERNMENT ISSUED IDs (WITHIN ITS VALID PERIOD)
IF E-CARD/UMID CARD/VALID PASSPORT IS NOT AVAILABLE**

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| <ol style="list-style-type: none"> 1) Valid eCard / UMID 2) Philippine Identification System ID/Philippine National ID or PhilID 3) Employee's ID / Office ID 4) Driver's License * 5) Professional Regulation Commission (PRC) ID* 6) Passport * 7) Senior Citizen ID' 8) SSS ID 9) COMELEC / Voter's ID / COMELEC Registration Form 10) NBI Clearance * 11) Integrated Bar of the Philippines (IBP) ID* 12) Firearms License * | <ol style="list-style-type: none"> 13) AFPSLAI ID * 14) PVAO ID 15) AFP Beneficiary ID 16) BIR (TIN) ID 17) Pag-ibig ID 18) Persons with Disability (PWD) ID* 19) Solo Parent ID 20) Pantawid Pamilyang Pilipino Program (4Ps) ID * 21) Barangay ID * 22) Philippine Postal ID * 23) Phil-health ID 24) School ID ** 25) Other valid government-issued IDs / Documents with picture and signature <p align="center">* Within its validity period ** Private / government school</p> |
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