

VERIFICATION FOR SPAIN/ANDORRA-BASED EMPLOYERS

As of 27 April 2018

I. Documentary Requirements for Verification

If Employer is an Individual and Hiring a Domestic Worker*:

1. POEA Standard Employment Contract; **all pages signed by the Employer** – 1 original and 1 photocopy
2. Recruitment Agreement between Employer and Philippine Recruitment Agency; **all pages signed by the Employer** – 1 original and 1 photocopy
3. Manpower Request/Job Order – 1 original and 1 photocopy
4. Employee's Philippine passport** – 2 photocopies of data page only
5. Contrato de Trabajo – 2 photocopies
6. Work visa and Salida or Resolucion – 2 photocopies
7. Employer's Profile/Information Sheet (with Proof of Financial Capacity, e.g. *Modelo 100, employment certification with compensation, or bank certification*) – 1 original and 1 photocopy
8. Police Clearance of Employer (Penales) – 1 original and 1 photocopy
9. Employer's DNI or data page of passport – 2 photocopies
10. POEA license of Philippine Agency – 2 photocopies
11. Passport of Philippine Agency Representative – 2 photocopies of data page

*Should be 23 years old and above.

**Should be valid for at least 6 months.

If Employer is a Company/Business Establishment and Hiring Only One Filipino Worker:

1. POEA Standard Employment Contract; **all pages signed by the Employer** - 1 original and 1 photocopy
2. Recruitment Agreement between Employer and Philippine Recruitment Agency; **all pages signed by the Employer** – 1 original and 1 photocopy
3. Manpower Request/Job Order – 1 original and 1 photocopy
4. Work visa – 2 photocopies
5. Contrato de Trabajo – 2 photocopies
6. Work visa and Salida or Resolucion – 2 photocopies
7. Employee's Philippine passport** – 2 photocopies of data page only
6. Copy of NIF – 2 photocopies
7. Copy of DNI or data page of passport of employer or representative who signed the employment contract – 2 photocopies
8. POEA license of Philippine Agency – 2 photocopies
9. Passport of Philippine Agency Representative – 2 photocopies of data page

II. Verification Fees

For Individual Employer of Domestic Worker:

Verification fee is **€45.00** (€9.00 each for Standard Employment Contract, Recruitment Agreement, Employer's Profile, Police Clearance, and Resolucion/Work Visa)

For Company/Business Establishment Hiring Only One Filipino Worker:

Verification fee is **€45.00** (€9.00 each for Standard Employment Contract, Recruitment Agreement, Manpower Request/Job Order, Resolucion/Work Visa, Business License)

For Employer/s Hiring More than 1 worker, verification fee is 27€ per document.

For inquiries, please call tel. nos. **917818626 /915776755/ 603521660**
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