



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Rome, Italy

Ticket No. \_\_\_\_\_

OR No. \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST FOR VERIFICATION  
(On-Site Registration of Workers)**

- New Signed Contract**  
Signed by Employer/Authorized Signatory on all pages
- Affidavit of Worker**  
Detailing circumstances of entry to jobsite and employment
- Undertaking**  
Template found on [www.polorome.com/requirements](http://www.polorome.com/requirements)
- Valid Work/Residence Permit**
- Latest Payslips and NI/INPS payments**  
At least 3 months prior
- Photocopy of Worker's Passport**
- Photocopy of ID of Employer or Authorized Signatory with Signature**  
**If not available, contracts must be legalized or the signatures of the employer notarized by local authorities**
- Employer's Business Registration, if working in Company**
- Employer's Information Sheet, if Live in Carer/Domestic Worker** (Template found on [www.polorome.com/requirements](http://www.polorome.com/requirements))
- Employer's Declaration and Matrix of Filipino workers in company**  
(if employer is the first employer in the new host country)  
Template found on [www.polorome.com/requirements](http://www.polorome.com/requirements)
- Copy of Insurance Certificate and Insurance policy**  
(with medical & human repatriation coverage)

**EMPLOYER:**

**WORKER:**

Payment

Interview

**REMARKS**

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