



## GUIDE in the Registration for the:

# “Request for GCC Re-Issuance (Lost Amendment) and Request for GCP Sticker (Only those with Visa and Original GCC)”

### Step 1

Enter “E-mail Address” or “GCC Number”

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

Guidance and Counseling Program (GCP) Client Request for Re-Issuance of GCC and/or Sticker Printing of GCP client with Guidance and Counseling Certificate (GCC) System

**What is OFCORS?**  
**OFCORS** - Overseas Filipino Online Registration System, an online system use to register CFO clients in this new normal.

*Kindly read this will help you!*  
 In order to access this system, please use your **E-mail Address** registered at OFCORS or provide us your **Guidance and Counseling Certificate No.** from your OFCORS registration.

The information that you will provide will be validated and you will receive a **System Generated E-mail**. This email contains a **Link** and a **Confirmation Code** to continue the process.

Choose an Option:

E-mail Address

Guidance and Counseling Certificate No.

### Step 2

Your “E-mail Address” will be prompted; and the Client is required to open the email account to get the “Confirmation code”

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

Guidance and Counseling Program (GCP) Client Request for Re-Issuance of GCC and/or Sticker Printing with Guidance and Counseling Certificate (GCC) System

You need to check first your E-mail Account registered at the Commission on Filipinos Overseas (CFO), click the Link in your e-mail and enter your confirmation number to Confirm your registration.

Your E-mail Account: [grooma8@yahoo.com](mailto:grooma8@yahoo.com)

For technical assistance, kindly go to this link: [https://ofofocors\\_email\\_inquiry](https://ofofocors_email_inquiry) and E-mail us your concerns! Stay home and stay healthy. Thank you.

### Step 3

The e-mail received; With the Link and the Confirmation code

Commission on Filipinos Overseas (CFO) - Your Confirmation Code - confirm.ofcors@cfo.gov.ph

10:08 AM (7 minuto ang nakalipas)

Ingles - Filipino - Isalin ang mensahe

Dear ITO, GERALDINE COLOMA,

We have received your request and we've checked the existence of your record in the Commissions database, kindly click this link: [https://ofofocors\\_email\\_inquiry](https://ofofocors_email_inquiry) and enter your confirmation code

Confirmation Code: G8SMZL

Guidance and Counseling Program (GCP) Client Request for Re-Issuance of GCC and/or Sticker Printing of GCP client with Guidance and Counseling Certificate (GCC) System. Is ONLY Opened Monday - Friday from 07:00 a.m. to 05:00 p.m., stay home and stay healthy.

Thank you.

**CONFIDENTIALITY NOTICE:**  
 This e-mail message, including any attachments, is for the sole use of the intended recipient(s). The information contained in this message may contain privileged, proprietary, or otherwise private information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Any other use of the email by you is prohibited.

This is a System Generated Email. Please do not reply.

### Step 4

Enter the Confirmation code

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

Guidance and Counseling Program (GCP) Client Request for Re-Issuance of GCC and/or Sticker Printing of GCP client with Guidance and Counseling Certificate (GCC) System

Enter your Confirmation Code



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### Step 5

#### The Consent Form

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

CONSENT FORM

I have read the CFO Data Privacy Policy and express my voluntary and freely consent that the CFO may collect, use, disclose, and process my personal information in the course of the implementation of its mandate with compliance to the Philippines' Data Privacy Act of 2012. I also attest that the information I have given is true, correct, and complete. I understand that failure to answer any question or giving false answer can be penalized in accordance with Philippine laws and regulations.

CFO Data Privacy Policy link: (<https://cfo.gov.ph/data-privacy-policy/>)

Agree Disagree

### Step 6

#### The reminders for the required attachments

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

Click Buttons to View/Hide Reminders:  
Show Hide

Kind reminders to All Clientele:

1. Preparation of Attachments:

**For Lost Guidance and Counseling Certificate:**

- Valid ID with Photograph
- Notarized Affidavit of Loss
- Colored Passport Size Photograph

**For Amendment Guidance and Counseling Certificate:**

- Marriage Contract issued by the PSA, in case Filipina adopts the surname of the husband
- Birth Certificate issued by the PSA, in case of amendment of name
- Old CFO Certificate
- Valid ID with Photograph
- Colored Passport Size Photograph

**For Emigrant Sticker with Visa and Guidance and Counseling Certificate:**

- Valid Passport
- Valid Visa
- Original Guidance and Counseling Certificate
- Petitioner's Passport

2. Only ".jpg", ".png", ".png" formats are accepted on your attachments.

Select Type of Request

### Step 7

The Registration form; (1) Select “Type of Request”, (2) Click “Get”, (3) Update Information, and (4) Click “Submit and Continue for the Payment”

Office of the President of the Philippines - Commission on Filipinos Overseas (CFO)

Click Buttons to View/Hide Reminders:  
Show Hide

Select Type of Request  
Lost Counseling Certificate

Click Get Select your Record

Get	GCC Number	Client Name	Issuance Date	Official Receipt No	Petitioner Name	Citizenship	Country
Get	2004025	ITO, GERALDINE COLOMA	Apr 09 2002	1050045	ITO, KEIICHI	JAPANESE	JAPAN

**Kinakailangan**

**Client's Name:**

Last Name \*  
(E.g. - Dela Cruz)

First Name \*  
(E.g. - Juan)

Middle Name  
(E.g. - Santos) - Kindly leave this BLANK (if you don't have a Middle name)

Suffix  
(E.g. - Jr.) - Kindly leave this BLANK (if you don't have a Suffix)

**Client's Passport and Visa Details:**

Passport Number  
Kindly leave this BLANK (if you still don't have a Passport)

Passport Date of Issue  
mm/dd/yyyy  
Date Format: (mm/SS/yyyy) Kindly leave this BLANK (if you still don't have a Passport)



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Visa Number   
Kindly leave this BLANK (if you still don't have a Visa)

Visa Date of Issue   
Date Format (mm/dd/yyyy) Kindly leave this BLANK (if you still don't have a Visa)

**Petitioner's Name:**

Last Name   
(E.g. Doe)

First Name   
(E.g. John)

Middle Name   
(E.g. Smith) - Kindly leave this BLANK (if your petitioner don't have a Middlename)

Suffix   
(E.g. Jr) - Kindly leave this BLANK (if your petitioner don't have a Suffix)

[Click HERE](#) to Get other related data

Address in the Philippines   
(Unit/Room No., Floor/Budling Name/Lot No., Block No., Phase No., House No., Street Name/Subdivision/Barangay)

Mobile Number   
(Only Numbers are Accepted, Spaces are not allowed, and Only one (1) contact number)

Province

City/Municipality

Zip Code

Address Abroad   
(Unit/Room No., Floor/Budling Name/House No., Street Name)

Mobile Number   
(Only Numbers are Accepted, Spaces are not allowed, and Only one (1) contact number)

Country

State   
Kindly leave this BLANK (if your Country of destination DO NOT show the list of States)

City   
Kindly leave this BLANK (if your Country of destination don't have a City)

Zip Code

**Lost Counseling Certificate**

Valid ID with Photograph  
 No file chosen

Notarized Affidavit of Loss  
 No file chosen

Colored Passport Size Photograph  
 No file chosen

**Note: Visa/Mastercard Payments are Temporarily NOT Available!**

## Step 8

### The “Payment Portal”

CFO Payment Portal

**Delivery details**  
Fill up the form to indicate where you want your package be delivered

**Instructions**  
Fill up the form to indicate where you want your package be delivered.

Make sure that the area that you choose covers the area of your delivery address. Otherwise, this may cause inconvenience in the delivery of your Official Receipt and Emmigrant Sticker.

Also, please indicate your permanent address. Once payment process has started, preferred delivery address may not be amended.

**Payment details**

Registration Number: [000204025-25336](#)

Registration Fee	P 770.00
Documentary Stamp	P 30.00
Courier Fee	P ???
<b>TOTAL</b>	<b>P ???</b>

**Deliver to:**

Full Name  Contact No.

**Delivery Address:**

Address (House No., Building, Street, Barangay)

Municipality

Province  Zip code

Preferred Courier