

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
AMBASSADE I REPUBLIKKEN FILIPPINERNE
COPENHAGEN, DENMARK**

ACKNOWLEDGMENT

An **Acknowledgment** is the act of one or more parties who has/have executed a deed before a consular officer of the Philippine Embassy and declaring it to be his/her/their act or deed.

The **Acknowledgment of the Filipino au pair contract** by the Philippine Embassy is one of the requirements for the au pair to attend the Country Familiarization Seminar (CFS) of the Philippine Commission on Filipinos Overseas (CFO). The CFS is a requirement for the Filipino au pair to exit the Philippines.

Checklist of Core Requirements:

- Confirmed online appointment
- Personal appearance of the host parent
- Duly accomplished entire AU1 Online form in English. If not in English, please submit duly accomplished AU1 Application form instead.
- Duly accomplished Au pair-kontrakt / Au pair contract in English.
- Current passport and one (1) photocopy of the passport data page of the host parent
- Photocopy of the passport data of the Au pair (pages 2-3 of the passport only)
- SIRI's letter of approval of residence permit in English
- Copy of Certificate of Insurance in English. The host family must take out three types of insurance covering their au pair: insurance for work-related injuries, insurance covering leisure time and accidents, and insurance covering the costs of the au pair's return to their homeland in case of death or serious illness or accident (from p. 2, AU1 Application Form).
- Service and expedite fee of DKK 280.00 in exact amount, in Danish krone only. If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.

Guidelines for the application for Au pair Commission on Filipinos Overseas (CFO)

Stamp

1. After the Embassy issues the Acknowledgment certificate for the Au Pair contract, the host parents need to send the document to the Au pair in the Philippines.
2. The Au pair needs to register with the CFO and attend a Country Familiarization Seminar (CFS) in the Philippines through the CFO website:
<https://cfo.gov.ph/overseas-filipinos-cfo-online-registration-system-of-cors/>
3. The CFO attaches a stamp with the country of destination on the passport of the Au pair.
4. The Au pair presents his/her passport with the CFO stamp to Immigration officials at the Philippine airport before exiting the Philippines.

Note: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.