



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR | FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2026-029

To : **ALL BANGKO SENTRAL-SUPERVISED INSTITUTIONS (BSIs)**

Subject : **Guidelines on the Submission of the Report on Temporarily-Held Funds (THF) through the Advanced Suptech Engine for Risk-based Compliance (ASTERisC*) Platform and the Execution of Annual Notarized Certification**

To implement Republic Act No. 12010, otherwise known as the Anti-Financial Account Scamming Act (AFASA), the BSP issued Circular No. 1215 covering regulations on the temporary holding of funds subject to disputed transactions and the coordinated verification process. Pursuant to the Circular, all Bangko Sentral-Supervised Institutions (BSIs) are required to submit periodic reports on funds subject to temporary holding and an annual notarized certification on compliance with the related requirements of adequate risk management systems and controls to the Bangko Sentral.

Accordingly, the following guidelines shall be observed:

A. Report on Temporarily-Held Funds (THF)

1. These guidelines on the submission of Report on Temporary Holding of Disputed Funds shall take effect on **09 July 2026**, or one (1) year from the effectivity of BSP Circular No. 1215.
2. The following guidelines shall apply to all Banks, Electronic Money Issuers (EMI), Virtual Asset Service Providers (VASP), and all other BSIs enrolled in ASTERisC*.
 - a. The Data Entry Template (DET) for the THF report shall be deployed in ASTERisC* and shall be made available to existing users upon issuance of this memorandum. ASTERisC* is accessible through <https://asterisc.bsp.gov.ph>. Meanwhile, BSIs may access the system in advance to familiarize themselves with the DET.
 - b. The ASTERisC* user manual, instructional videos, data import template, and Control Prooflist (CP) for the THF report and the ASTERisC* User Account Form (UAF) are accessible in the BSP website (www.bsp.gov.ph/ses/reporting_templates). New and existing ASTERisC* users are required to review the instructional videos and user manual prior to submission of reports on THF through ASTERisC*.
 - c. The scanned CP (see **Annex A** for the CP Template) in Portable Document Format (PDF) shall be signed by the President/Chief Executive Officer and Chief Compliance Officer or Officers of equivalent rank, duly designated by the BSI's Board of Directors of the reporting entity and attached to the monthly record in ASTERisC*.
 - d. An email notification will automatically be sent to the ASTERisC* authorized user once the monthly THF report is submitted.
3. The *Guidelines on the Submission of Report on Temporary Holding of Disputed Funds* (see **Annex B**) as specified under Annex C of BSP Circular No. 1215 or Appendix

162/Q-106/1105-3 of the MORB/MORNBFI/MORPS¹ shall remain applicable to all other BSIs not covered in #2 above. The prescribed DET, CP (see Annex A), and user guide may also be downloaded from the BSP website (www.bsp.gov.ph/ses/reporting_templates).

4. BSIs shall submit the THF report **on or before the 15th of the month**, covering the data from the previous reference month. A BSI is not required to submit a THF report if no funds were held during the reference month. Non-submission shall be deemed as the BSI's formal declaration that it held no funds.
5. Initial submission of the THF Report shall be due on **15 September 2026** covering the THF for the month of **August 2026**.

B. Annual Notarized Certification on Compliance

1. Within thirty (30) calendar days from end of year, **BSIs that initiated or effected Temporary Holding of Disputed Funds during the immediately preceding year** shall execute and submit to the Consumer Account Protection Office (CAPO) a notarized certification that it complied with the related requirements of adequate risk management systems and controls as prescribed by the Bangko Sentral at the time that it initiated or effected the holding of funds.
2. The scanned copy of the notarized certification (see Annex C for the certification template) in PDF shall be transmitted to AFASAreport@bsp.gov.ph, using the following e-mail subject format:

ANC<Space><BSI NAME><Space><Date of Approval by the BSI President or Officer of equivalent rank in DD MONTH YYYY format>

For example:

**TO: AFASAreport@bsp.gov.ph
SUBJECT: ANC ABC Bank 29 JANUARY 2027**

For inquiries regarding the THF reporting requirements and annual notarized certification on compliance, BSIs may contact the Consumer Account Protection Office at capoinquiry@bsp.gov.ph.

For technical issues related to the ASTERisC* platform, coordinate with the Technology Risk and Innovation Supervision Department (TRISD) at trisd@bsp.gov.ph.

For compliance.


Digitally signed by
LYN I. JAVIER
Deputy Governor

24 June 2026

¹ Manual of Regulations for Banks (MORB), Manual of Regulations for Non-Bank Financial Institutions (MORNBFI), and Manual of Regulations for Payment Systems (MORPS)

(Name of BSP-Supervised Institution)(BSI Code)
Report on Temporarily-Held Funds (THF)
Monthly Report

CONTROL PROOFLIST

I hereby certify that the contents of this monthly report which includes details of Temporarily-Held Funds (THF) are true and correct to the best of my knowledge.

Report Cutoff	Month-Year
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Part 1: Volume of Temporarily-Held Funds			
Trigger to Hold Funds	Number of Disputed Transactions reported as 'Ongoing - Funds remain on hold' under <i>Status of Held Funds at the Time of Reporting</i>	Number of Disputed Transactions reported as 'Released to Source Account Owner - Amount on hold was released to the Source Account Owner' under <i>Status of Held Funds at the Time of Reporting</i>	Number of Disputed Transactions reported as 'Released to Beneficiary Account Owner - Amount on hold was released to the Beneficiary Account Owner' under <i>Status of Held Funds at the Time of Reporting</i>
Complaint filed by Source Account Owner			
BSI's own Fraud Management System (Outgoing Transactions) - flagged by Originating Financial Institution			
BSI's own Fraud Management System (Incoming Transactions) - flagged by Receiving Financial Institution			
Information from another BSP Supervised Institution (Based on Complaint or FMS Finding) - Initial Holding Request based on complaint or FMS			
Information from another BSP Supervised Institution (Based on Other Grounds) - Initial Holding Request not based on complaint or FMS			
TOTAL			

Part 2: Amount (in Philippine Pesos*) of Temporarily-Held Funds			
Trigger to Hold Funds	Total Amount of Disputed Transactions reported as 'Ongoing - Funds remain on hold' under <i>Status of Held Funds at the Time of Reporting</i>	Total Amount of Disputed Transactions reported as 'Released to Source Account Owner - Amount on hold was released to the Source Account Owner' under <i>Status of Held Funds at the Time of Reporting</i>	Total Amount of Disputed Transactions reported as 'Released to Beneficiary Account Owner - Amount on hold was released to the Beneficiary Account Owner' under <i>Status of Held Funds at the Time of Reporting</i>
Complaint filed by Source Account Owner			
BSI's own Fraud Management System (Outgoing Transactions) - flagged by Originating Financial Institution			
BSI's own Fraud Management System (Incoming Transactions) - flagged by Receiving Financial Institution			
Information from another BSP Supervised Institution (Based on Complaint or FMS Finding) - Initial Holding Request based on complaint or FMS			
Information from another BSP Supervised Institution (Based on Other Grounds) - Initial Holding Request not based on complaint or FMS			
TOTAL			

*For the PHP equivalent of foreign currency amounts that are subject to hold, use the updated BSP Reference Rate Exchange Bulletin at the time of reporting

Chief Compliance Officer
(or duly-authorized officer of equivalent rank)
(Signature over Printed Name)

President/Chief Executive Officer
(or duly-authorized officer of equivalent rank)
(Signature over Printed Name)

**APPENDIX 162/Q-106/1105-3
(Annex C of Circular)**

**Guidelines on the Submission of Report on Temporary Holding
of Disputed Funds
(Appendix to Section 1006/1006-Q/1105 on Report to Bangko Sentral on the
Temporary Holding of Disputed Funds)**

Scope. These Guidelines shall apply to all *Bangko Sentral*-Supervised Institutions (BSIs) that temporarily hold funds subject of disputed transactions, in accordance with Section 7 of R.A. No. 12010, or the Anti-Financial Account Scamming Act (AFASA), and its implementing rules and regulations.

Report Content. A BSI shall promptly notify the *Bangko Sentral* whenever it temporarily holds funds that are the subject of a disputed transaction.

The report shall be called **Report on Temporarily-Held Funds (THF)**. The required information, definitions, formats, values, and field requirements are provided below. These details are arranged according to their order on the **Data Entry Template (DET)**. All information tagged as "Conditional" may be left blank only if the information is unavailable in the reporting BSI.

Field Name	Definition	Format	Value	Field Requirement
Reporting BSI	The Bank Code of the BSP Supervised Institution (BSI) who is submitting the Report	Numeric	Assigned BSI per Reporting Entity	Mandatory
Branch of Account	The Branch Code of the specific Branch of the Reporting BSI where the account subjected to holding of funds is maintained	Numeric	>=0, Positive integers	Mandatory
Reference No.	Unique Reference Number per Case (Should be unique per case) Convention: THF_YYYYMMDD_Bank Code_0000001	Text	Text	Mandatory
Trigger to Hold Funds	The main trigger for the Reporting BSI to initiate holding of funds Choose only One from these options: - Complaint filed by Source Account Owner - BSI's own Fraud Management System (Outgoing Transactions) - flagged by Originating	Text	Text	Mandatory

Field Name	Definition	Format	Value	Field Requirement
	Financial Institution - BSI's own Fraud Management System (Incoming Transactions) - flagged by Receiving Financial Institution - Information from another BSP Supervised Institution (Based on Complaint or FMS Finding) - Initial Holding Request based on complaint or FMS - Information from another BSP Supervised Institution (Based on Other Grounds) - Initial Holding Request <u>not</u> based on complaint or FMS			
Status of Held Funds at the Time of Reporting	The Status of the temporarily held funds at the time of reporting: Choose only One from these options: - Ongoing - Funds remain on hold - Released to Source Account Owner - Amount on hold was released to the Source Account Owner - Released to Beneficiary Account Owner - Amount on hold was released to the Beneficiary Account Owner	Text	Text	Mandatory

Field Name	Definition	Format	Value	Field Requirement
Date of Receipt/ Transmission of Trigger to Hold Funds	Date when the trigger to initiate the holding of funds was received by, or transmitted to, the Reporting BSI "Date of Receipt/ Transmission" can be any of the following, whichever Trigger to Hold Funds came first: • Date of receipt of information or Initial Holding Request from another BSI • Date of transmission of finding/ notification/ alert through BSI's own FMS • Date of receipt of complaint from Source Account Owner	Numeric	Date Convention: YYYYMMDD	Mandatory
Time of Receipt/ Transmission of Trigger to Hold Funds	Exact Time when the trigger to initiate the holding of funds was received by, or transmitted to, the Reporting BSI "Time of Receipt/ Transmission" can be any of the following whichever Trigger to Hold Funds came first: • Time of receipt of information or Initial Holding Request from another BSI • Time of transmission of finding/ notification/ alert through BSI's own FMS • Time of receipt of complaint from Source Account Owner	Numeric	Time Convention: HH:MM:SS	Mandatory
Date of Initiation of Hold	Date when the Reporting BSI initiated the holding of funds	Numeric	Date Convention: YYYYMMDD	Mandatory
Time of Initiation of Hold	Exact Time when the Reporting BSI initiated the holding of funds	Numeric	Time Convention: HH:MM:SS	Mandatory

Field Name	Definition	Format	Value	Field Requirement																																								
Date of Release of Held Funds	Date when the Reporting BSI released the held funds to the Source/Beneficiary Account Owner	Numeric	Date Convention: YYYYMMDD	Conditional																																								
Time of Release of Held Funds	Exact Time when the Reporting BSI released the held funds to the Source/Beneficiary Account Owner	Numeric	Time Convention: HH:MM:SS	Conditional																																								
Amount on Hold in Original Currency	Amount that is temporarily on hold in Original Currency	Numeric	>=0, Positive integers	Mandatory																																								
Original Currency of Amount on Hold	Original Currency of the amount that is temporarily on hold Choose Currency Code from the list below: <table><tr><th>Currency Code</th><th>Currency Unit</th></tr><tr><td>PHP</td><td>Philippine Peso</td></tr><tr><td>USD</td><td>U.S. Dollar</td></tr><tr><td>JPY</td><td>Japanese Yen</td></tr><tr><td>GBP</td><td>British Pound</td></tr><tr><td>HKD</td><td>Hongkong Dollar</td></tr><tr><td>CHF</td><td>Swiss Franc</td></tr><tr><td>CAD</td><td>Canadian Dollar</td></tr><tr><td>SGD</td><td>Singapore Dollar</td></tr><tr><td>AUD</td><td>Australian Dollar</td></tr><tr><td>BHD</td><td>Bahraini Dinar</td></tr><tr><td>KWD</td><td>Kuwaiti Dinar</td></tr><tr><td>SAR</td><td>Saudi Arabian Riyal</td></tr><tr><td>BND</td><td>Bruneian Dollar</td></tr><tr><td>IDR</td><td>Indonesian Rupiah</td></tr><tr><td>THB</td><td>Thai Baht</td></tr><tr><td>AED</td><td>Emirati Dirham</td></tr><tr><td>EUR</td><td>Euro</td></tr><tr><td>KRW</td><td>South Korean Won</td></tr><tr><td>CNY</td><td>Chinese Yuan</td></tr></table> If the Original Currency is not included in the defined Currency Codes, input CCC; [original currency unit in full].	Currency Code	Currency Unit	PHP	Philippine Peso	USD	U.S. Dollar	JPY	Japanese Yen	GBP	British Pound	HKD	Hongkong Dollar	CHF	Swiss Franc	CAD	Canadian Dollar	SGD	Singapore Dollar	AUD	Australian Dollar	BHD	Bahraini Dinar	KWD	Kuwaiti Dinar	SAR	Saudi Arabian Riyal	BND	Bruneian Dollar	IDR	Indonesian Rupiah	THB	Thai Baht	AED	Emirati Dirham	EUR	Euro	KRW	South Korean Won	CNY	Chinese Yuan	Text	Text	Mandatory
Currency Code	Currency Unit																																											
PHP	Philippine Peso																																											
USD	U.S. Dollar																																											
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HKD	Hongkong Dollar																																											
CHF	Swiss Franc																																											
CAD	Canadian Dollar																																											
SGD	Singapore Dollar																																											
AUD	Australian Dollar																																											
BHD	Bahraini Dinar																																											
KWD	Kuwaiti Dinar																																											
SAR	Saudi Arabian Riyal																																											
BND	Bruneian Dollar																																											
IDR	Indonesian Rupiah																																											
THB	Thai Baht																																											
AED	Emirati Dirham																																											
EUR	Euro																																											
KRW	South Korean Won																																											
CNY	Chinese Yuan																																											

Field Name	Definition	Format	Value	Field Requirement
Amount on Hold in PHP	Amount that is temporarily on hold in PHP equivalent at the time of reporting, based on BSP Reference Exchange Rates Bulletin published in BSP website	Numeric	>=0, Positive integers	Mandatory
Account Number Subject to Hold	Account Number subject to the temporary hold of funds	Text	Text	Mandatory
Last Name of Account Owner Subject to Hold	Last Name of Account Owner subject to the temporary hold of funds For Corporate Accounts, use registered Corporate Account Name recorded in the BSI	Text	Text	Mandatory
First Name of Account Owner Subject to Hold	First Name of Account Owner subject to the temporary hold of funds For Joint Accounts, Names should be separated by commas May be left blank only if the Account Subject to Hold is a Corporate Account	Text	Text	Conditional
Middle Name of Account Owner Subject to Hold	Middle Name of Account Owner subject to the temporary hold of funds For Joint Accounts, Names should be separated by commas Mandatory if information is available in the Reporting BSI	Text	Text	Conditional
Address of Account Owner Subject to Hold	Address of Account Owner subject to the temporary hold of funds Format: House Number, Street/Block, Barangay, Town, City/Municipality For Joint Accounts with different addresses, addresses should be separated by commas	Text	Text	Mandatory

Field Name	Definition	Format	Value	Field Requirement						
Contact Number of Account Owner Subject to Hold	Contact Number of Account Owner subject to the temporary hold of funds For Joint Accounts and those that have multiple contact numbers, contact numbers should be separated by commas Mandatory if information is available in the Reporting BSI	Text	Text	Conditional						
Email Address of Account Owner Subject to Hold	Email Address of Account Owner subject to the temporary hold of funds For Joint Accounts and those that have multiple e-mail addresses, e-mail addresses should be separated by commas Mandatory if information is available in the Reporting BSI	Text	Text	Conditional						
Name of Originating Financial Institution	Complete Legal/Registered Name of the Originating Financial Institution (Do Not Abbreviate) Mandatory if "Trigger to Hold Funds" field shows: "Information from another Bangko Sentral Supervised Institution (BSI)" or "Complaint filed by Source Account Owner"	Text	Text	Conditional						
Amount Under Dispute in Original Currency	Full amount of funds under dispute in its Original Currency	Numeric	>=0, Positive integers	Mandatory						
Original Currency of Amount Under Dispute	Original Currency of the amount under dispute Choose Currency Code from the list below: <table><tr><td>Currency Code</td><td>Currency Unit</td></tr><tr><td>PHP</td><td>Philippine Peso</td></tr><tr><td>USD</td><td>U.S. Dollar</td></tr></table>	Currency Code	Currency Unit	PHP	Philippine Peso	USD	U.S. Dollar	Text	Text	Mandatory
Currency Code	Currency Unit									
PHP	Philippine Peso									
USD	U.S. Dollar									

Field Name	Definition		Format	Value	Field Requirement
	JPY	Japanese Yen			
	GBP	British Pound			
	HKD	Hongkong Dollar			
	CHF	Swiss Franc			
	CAD	Canadian Dollar			
	SGD	Singapore Dollar			
	AUD	Australian Dollar			
	BHD	Bahraini Dinar			
	KWD	Kuwaiti Dinar			
	SAR	Saudi Arabian Riyal			
	BND	Bruneian Dollar			
	IDR	Indonesian Rupiah			
	THB	Thai Baht			
	AED	Emirati Dirham			
	EUR	Euro			
	KRW	South Korean Won			
	CNY	Chinese Yuan			
If the Original Currency is not included in the defined Currency Codes, input CCC ; [original currency unit in full] .					
Account Number of Source Account	Account Number from which the disputed funds originated Mandatory if "Trigger to Hold Funds" field shows: "Information from another Bangko Sentral Supervised Institution (BSI)" or "Complaint filed by Source Account Owner"	Text	Text	Conditional	
Last Name of Account Owner of the Source Account	Last Name of Account Owner from which the disputed funds originated For Corporate Accounts, use registered Corporate	Text	Text	Conditional	

Field Name	Definition	Format	Value	Field Requirement
	Account Name recorded in the BSI Mandatory if "Trigger to Hold Funds" field shows: • "Information from another Bangko Sentral Supervised Institution (BSI)" or • "Complaint filed by Source Account Owner"			
First Name of Account Owner of the Source Account	First Name of Account Owner from which the disputed funds originated For Joint Accounts, Names should be separated by commas Mandatory if "Trigger to Hold Funds" field shows: • "Information from another Bangko Sentral Supervised Institution (BSI)" or • "Complaint filed by Source Account Owner" May be left blank only if the Account is a Corporate Account	Text	Text	Conditional
Middle Name of Account Owner of the Source Account	Middle Name of Account Owner from which the disputed funds originated For Joint Accounts, Names should be separated by commas Mandatory if "Trigger to Hold Funds" field shows: • "Information from another Bangko Sentral Supervised Institution (BSI)" or • "Complaint filed by Source Account Owner"	Text	Text	Conditional

Field Name	Definition	Format	Value	Field Requirement
	Mandatory if information is available in the Reporting BSI			

Reporting Frequency. The BSI shall submit the THF Report **every 15th of the month**, covering the data from the **previous reference month**.

A BSI is not required to submit a THF Report if no funds were held during the reference month. Non-submission shall be deemed as the BSI's formal declaration that it held no funds.

Reporting Template. The BSI shall use the prescribed **DET** and **Control Prooflist** (CP) when reporting to the *Bangko Sentral*. The prescribed DET, CP, and User Guide can be downloaded from [www._____](http://www.bsp.gov.ph).

Submission Procedures. The DET shall be certified correct through the CP and shall be signed by the BSI's President/Chief Executive Officer and Chief Compliance Officer or officers of equivalent rank, duly designated by the BSI's Board of Directors.

The DET and CP files shall be electronically transmitted on or before the prescribed deadline to AFASARreport@bsp.gov.ph using the subject line [THFR]_[BSI NAME]_[DATE OF REPORT format: YYYYMMDD]_[Series format: XXXX].

For example:

To: AFASARreport@bsp.gov.ph
Subject: THFR_ABC BANK_20250106_0001

The **DET** file shall be in **Excel** format while the **CP** file shall be in **Portable Document Format**, submitted using the prescribed file naming convention, as illustrated below:

File Naming Convention for CP:
[CP]_[BSI NAME]_[DATE OF REPORT format: YYYYMMDD]_[Series format: XXXX]

File Naming Convention for DET:
[DET]_[BSI NAME]_[DATE OF REPORT format: YYYYMMDD]_[Series format: XXXX]

For example:

CP_ABC BANK_20250106_0001.pdf
DET_ABC BANK_20250106_0001.xls

The BSI may attach one or more DET files with the corresponding CP files in a single submission, provided that the total combined size does not exceed 25 megabytes. The file size limit refers to the total size of all elements in the email, including text, headers, and attachments. Submissions that exceed the prescribed size limit will be automatically rejected by the system.

If the submission exceeds the maximum allowable file size, the BSI may send multiple submissions, provided that submissions for the reference period must be emailed no later than the prescribed reporting deadline.

BSIs shall use only the email addresses officially registered with the *Bangko Sentral* Department of Supervisory Analytics (DSA) when electronically submitting the DET and CP files. Email submissions shall be automatically acknowledged by the system.

Submissions that do not receive an automatic acknowledgement shall be considered unsubmitted. It shall be deemed as non-submission of the THF Report for the reference month.

The DET and CP files must be encrypted and transmitted using Transport Layer Security to ensure the confidentiality and integrity of the information contained within.

Updating of Status of Held Funds. Reporting BSIs shall submit an updated THF Report (DET and CP) not later than the deadline for the next reporting period to update the status of funds placed on temporary hold and previously reported as "Ongoing" in the "Status of Held Funds at the Time of Reporting" column.

As appropriate, the "Status of Held Funds at the Time of Reporting" column must be updated from "Ongoing" to "Released", and the "Date of Release of Held Funds" and "Time of Release of Held Funds" column should be populated. To ensure that the update is accurately reflected, the **Reference Number** used in the previous report must be retained in the updated report.

Compliance with Reporting Standards. The THF Report shall be considered as a Category B report in accordance with Sections 171 and 173/171-Q and 172-Q. For stand-alone operators of payment systems, non-submission, erroneous submission, and delayed submission shall be subject to applicable penalties under the MORPS.

Inquiries. Queries regarding the THF Report, its related regulations and guidelines may be sent to the *Bangko Sentral's* **Consumer Account Protection Office** via email to capoinquiry@bsp.gov.ph following the prescribed subject line: **[INQUIRY] THF REPORT [BSI Name]**.

<Name of BSI>

**CERTIFICATION ON COMPLIANCE WITH ADEQUATE RISK MANAGEMENT SYSTEMS AND
CONTROLS PRESCRIBED BY THE BANGKO SENTRAL NG PILIPINAS**

We, <Name of Officer>, President (or Officer of Equivalent Rank) and <Name of Officer>, Chief Compliance Officer, on behalf of the <Name of BSI>, with head/principal office address at <complete address of Head/Principal Office>, after having been duly sworn in accordance with law. Hereby certify to the best of our knowledge, that <Name of BSI>:

1. Temporary Holding of Disputed Funds was initiated or effected during the immediately preceding year, <Insert year>, in accordance with the Anti-Financial Account Scamming Act (AFASA), its implementing rules and regulations, and other regulations issued by the Bangko Sentral;
2. Adequate risk management systems and controls are in place to secure digital channels and customer accounts and;
3. Appropriate policies and procedures have been adopted to address all security risks and concerns affecting the digital channels and customer accounts;
4. Vulnerability assessment and penetration testing, and other relevant security test and evaluation are conducted regularly, in compliance with the regulations of the Bangko Sentral; and
5. Policies and procedures for coordinated verification and temporary holding of funds is in place.

We also certify that all relevant documents in support of the foregoing statements are kept on file and are readily available for verification by examiners of the Bangko Sentral during onsite verification/examination or when a written request is made to verify compliance.

This certification executed on <date of execution> is being submitted in compliance with the requirements of the Bangko Sentral.

Signed:

Signed:

<Name>
President (or Officer of Equivalent Rank)

<Name>
Chief Compliance Officer

SUBSCRIBED AND SWORN to before me, this ____ day of ____ at _____, with affiant exhibiting their valid identifications indicated below:

NameGovernment ID/Passport No.Date/Place Issued

Notary Public