In case you need an endorsement to apply for a travel tax exemption (to be shown at the Manila airport when you return to Rome), kindly use the sample form below and:

\* print it out and clip it on the Rector's Office door (not at his bedroom)

\* rename the file, putting your family name at the beginning of the file name (for example: “delacruz\_travel\_tax\_exempt.doc”)

\* email the Rector a copy of the file, for his files; please email and do not give him a photocopy or printout, as the Rector’s Office is going paperless.

\* After signing the letter, the Rector will put it in your pigeonhole. Bring it to the Philippine Embassy to the Holy See to ask for their certification. On your trip back to Rome, show the Embassy’s certification at the international airport in the Philippine so you do not have to pay the Travel Tax.

REMOVE THIS LINE AND THE LINES ABOVE IT

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***[DATE]***

***[His / Her Excellency NAME]***

Philippine Ambassador to the Holy See

Via Paolo VI, 29

00193 Rome

Your Excellency,

This is to certify that Rev. Fr. ***[FULL NAME & FAMILY NAME AS THEY APPEAR IN PASSPORT]***, resident priest of the *Pontificio Collegio Filippino*, with Philippine passport number ***[XX1234567]***, will travel to the Philippines for a vacation these coming weeks. He will return to Rome shortly thereafter to continue his assignment.

This Certification is issued for the purpose of obtaining the travel tax exemption.

With every best wish, I remain,

Sincerely yours in Christ,

Fr. Gregory Ramon D. Gaston

Rector