OMB Form 3 - MAY 2026

Republic of the Philippines
Office of the Ombudsman

FOR OMB USE:
OMB FORM 3 CONTROL NO.:_____
Date and Time Received
Receiving Officer

REQUEST FOR COPY OF COMPLAINT/CASE DOCUMENTS (OMB Form 3)

Date of Request: _____

_____ **Sex:** _____
Last Name *First Name* *Middle Name*

Address: _____
House No./Blk. No. *Street Name* *Barangay*

_____
City/Municipality *Province* *Zip Code*

Contact Number/s: _____ _____
Mobile Landline

Please check one box:

☐ Complainant ☐ Counsel ☐ Authorized Representative ☐ Others, please specify _____

☐ Respondent/Accused

OMB Case/Reference No.: _____

Case Title: _____

_____

INSTRUCTIONS TO REQUESTER: 1. Put a check (/) on the box of the documents requested.
2. Write the number of requested certified true/plain copies of the document

Documents	Number of Copies		Documents	Number of Copies	
	Certified True Copy	Plain copy		Certified True Copy	Plain copy
☐ Complaint Affidavit			☐ Resolution		
☐ Exhibits/Annexes			☐ Decision		
☐ Counter-Affidavit			☐ Order		
☐ Reply			☐ Motion for Reconsideration		
☐ Position Paper					
☐ Others, Specify					

Specify purpose of request for non-parties:

_____

_____

Valid Identification (ID) card/s presented

Identification Card presented by the CLIENT			Identification Card presented by the REPRESENTATIVE		
Type	ID Number	Issuing Agency/Company	Type	ID Number	Issuing Agency/Company

I declare that the answers given above are true and correct to the best of my knowledge and belief. By signing below, I agree to the Ombudsman Privacy Policy and give my consent to the collection and processing of my personal data in accordance thereto.

This is to certify that the requested document will be used solely for the stated purpose herein and that I shall be liable for any unauthorized use, reproduction, and dissemination while the dccument is in my possession, in accordance with applicable laws, rules and issuances relative to the same.

_____
Signature Over Printed Name of Client

THIS FORM IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE OMBUDSMAN WEBSITE AT www.ombudsman.gov.ph