

INSTRUCTIONS

- A. THIS FORM IS TO BE FILLED OUT WITH INFORMATION OF THE APPLICANT AGES FIVE (5) YEARS OLD AND ABOVE.
- B. FILL-OUT THIS FORM IN ONE (1) COPY. AVOID ERASURES AND ALTERATIONS. LINE OUT OR STRIKE THROUGH ANY ERRONEOUS ENTRY ONCE AND PUT YOUR INITIALS ABOVE THE ERASURE.
- C. PLACE AN "X" MARK ON THE APPLICABLE ITEMS.
- D. FILL-OUT THE APPROPRIATE ITEMS IN THE SPECIFIED FORMAT.
- E. IF A REQUIRED FIELD IS NOT APPLICABLE, INDICATE "N/A" OR "NOT APPLICABLE".

1. NAME
Indicate your Full Name starting from your First Name, Middle Name, Last Name, and Suffix.
Example: JUAN SANTOS DELA CRUZ JR
(FIRST NAME) (MIDDLE NAME) (LAST NAME) (SUFFIX)
2. SEX
Place an "X" mark on the selected box.
Example: ☒ MALE ☐ FEMALE
3. DATE OF BIRTH
Fill in Date of Birth in YYYY-MM-DD
Example: 1983-09-10
(YYYY-MM-DD)
4. PLACE OF BIRTH
For Filipino citizen, indicate the name of the City/Municipality and Province of your Place of Birth.
Example: SAN JUAN METRO MANILA PHILIPPINES
(City/Municipality) (Province) (Country)
For Resident Alien, indicate the Country of your Place of Birth. Leave the City/Municipality blank
Example: N/A N/A USA
(City/Municipality) (Province) (Country)
5. BLOOD TYPE
Indicate your Blood Type. If unknown, put an "X" mark on the box provided.
Example: Type: AB+
☒ UNKNOWN
6. FILIPINO OR RESIDENT ALIEN
Place an "X" mark on the selected box if Filipino or Resident Alien.
Example: ☒ FILIPINO ☐ RESIDENT ALIEN
7. MARITAL STATUS (OPTIONAL)
Place an "X" mark on the selected box.
Example: ☒ SINGLE ☐ MARRIED ☐ WIDOWED ☐ DIVORCED ☐ LEGALLY SEPARATED
☐ ANNULLED ☐ NULLIFIED

Note: If a married woman presenting a supporting document reflecting her maiden name but chooses to use her married name, she must present a PSA - issued Certificate of Marriage.

8. A. PERMANENT ADDRESS
Indicate your complete address.

- B. PRESENT ADDRESS (OPTIONAL)

Example:

- A. PERMANENT ADDRESS

Rm 143 Block 143 ATIS MASAYA MALIGAYA QUEZON CITY METRO MANILA PHILIPPINES
(Rm/Flr/Unit No. Bldg Name) (House/Lot/Block No) (Street) (Subdivision) (Barangay) (City/Municipality) (Province) (Country)

- B. PRESENT ADDRESS (OPTIONAL)

3rd Flr Lot 123 ARAW MASAGANA MAPAYAPA MAKATI METRO MANILA PHILIPPINES
(Rm/Flr/Unit No. Bldg Name) (House/Lot/Block No) (Street) (Subdivision) (Barangay) (City/Municipality) (Province) (Country)

For Resident Alien, indicate the Permanent Address that you are using in your country and the Present Address here in the Philippines.

Example:

- A. PERMANENT ADDRESS

Unit 143 Lot 5 APPLE CALIFORNIA USA
(Rm/Flr/Unit No. Bldg Name) (House/Lot/Block No) (Street) (Subdivision) (Barangay) (City/Municipality) (Province/State) (Country)

- B. PRESENT ADDRESS (OPTIONAL)

3rd Flr Block 5 IRIS PSA MAAYOS ANTIPOLLO RIZAL PHILIPPINES
(Rm/Flr/Unit No. Bldg Name) (House/Lot/Block No) (Street) (Subdivision) (Barangay) (City/Municipality) (Province) (Country)

9. MOBILE NUMBER (OPTIONAL)
Indicate your primary Mobile Number. In case the applicant is a minor, the Mobile Number of the parent or guardian may be indicated.

Example: MOBILE NUMBER (Optional) 0918XXXX991

PhilSys notification will be sent through the provided mobile number only

10. EMAIL ADDRESS (OPTIONAL)
Indicate your active Email Address. Email address is not case sensitive and small letters will be accepted by the screener.

Example: EMAIL ADDRESS (Optional) philsys@psa.gov.ph

PhilSys notification will be sent through the provided email address only

11. SUPPORTING DOCUMENT/S PRESENTED
Write the name of the supporting documents presented. Refer to the list of supporting documents below.

BReN/ID Number/ACR I-Card Number
Write the BReN, ID Number and ACR I-Card Number

Example:

SUPPORTING DOCUMENT/S PRESENTED BReN/ID Number/ACR I-Card Number
1. PSA-issued Certificate of Live Birth BReN 123XXXXXXXXXX
2. Postal ID ID No. 123XXXXXXXXXX

12. MODE OF PHILID DELIVERY
☐ DELIVER TO PERMANENT ADDRESS Put an "X" mark on the box if you want your PhilID card to be delivered at your Permanent Address.
☐ DELIVER TO PRESENT ADDRESS Put an "X" mark on the box if you want your PhilID card to be delivered at your Present Address.

SUPPORTING DOCUMENTS

The duly accomplished application form shall be supported by presenting an original copy of any of the following PRIMARY supporting documents:

1. PSA-issued Certificate of Live Birth AND one (1) government-issued identification document with full name, photo and signature or thumbmark
2. DFA-issued Philippine Passport
3. GSIS or SSS-issued Unified Multi-Purpose Identification (UMID) Card
4. LTO-issued Student's License Permit or Non-Professional/Professional Driver's License

If the above-mentioned documents are not available, present an original copy of any of the following SECONDARY supporting documents:

1. PSA-issued Certificate of Live Birth / NSO-issued Certificate of Live Birth with Birth Reference Number (BReN)
2. LCRO-issued Certificate of Live Birth
3. PSA-issued Report of Birth
4. PSA-issued Certificate of Foundling
5. Integrated Bar of the Philippines (IBP) ID
6. Professional Regulation Commission (PRC) ID
7. Seaman's Book
8. Overseas Workers Welfare Administration (OWWA) OFW e-card/iDOLE OFW ID
9. Senior Citizen Identification Card
10. Social Security System (SSS) ID
11. Pantawid Pamilyang Pilipino Program (4Ps) ID
12. License to Own or Possess Firearms (LTOPF)
13. National Bureau of Investigation (NBI) Clearance
14. Police Clearance
15. Solo Parent ID
16. Person With Disability (PWD) ID
17. Voter's ID
18. Postal ID
19. Taxpayer Identification Number (TIN) ID
20. PhilHealth ID
21. Philippine Retirement Authority (PRA)- issued Special Resident Retiree's Visa (SRRV)
22. National ID from other countries
23. Residence ID from other countries

The following secondary supporting documents **MUST** have a front-facing photograph, signature/thumbmark, full name, permanent address, and date of birth to be accepted:

24. Employee ID
25. School ID
26. Barangay Clearance/Barangay Certificate
27. Barangay ID
28. City/Municipality ID

For Resident Aliens:

1. Valid Foreign Passport; and Alien Certificate of Registration (ACR)
2. Alien Certificate of Registration (ACR) or Alien Certificate of Registration Identification Card (ACR i-Card)

For Stateless Persons and Refugees:

1. Certificate of Recognition issued by Refugees and Stateless Persons Protection Unit (RSPPU) of the Department of Justice (DOJ)