



# PHILIPPINE NATIONAL POLICE

## ID APPLICATION FORM (PNP DEPENDENT)



PNP ID Application Form-2012B (NOT FOR SALE)

<b>Fill in all applicable spaces correctly and legibly. Mark all appropriate boxes with X.</b>	Control No.	
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New ID	Renewal / Update ID	Replacement ID	
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### DEPENDENT DATA:

Last Name:	First Name:	Middle Name:	Qualifier:
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Home Address:	
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Date of Birth (MM-DD-YYYY):	TIN No:
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Weight:	Height:	Color of Eyes:	Color of Hair:
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Blood type:	Other Identifying Marks:	Contact no.:
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<b>Person to be notified in case of emergency:</b>	Email address:
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Name:	Relationship:
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Address of person to be notified:	Contact no.:
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DEPENDENT OF (Name of PNP Personnel):	Date accomplished:
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Present Unit Assignment:	Contact Number:
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*I hereby declare, under the penalty of law, that the entries made herein are true and correct, and that the above-named applicant is my legal beneficiary and executed to the best of my knowledge. I also authorize the PNP/authorized representative to verify/validate the contents stated herein.*

SIGNATURE OF SPONSORING PNP PERSONNEL: \_\_\_\_\_

**Signature of Applicant**  
(in black ball pen)

**Right Thumb Mark**

**2x2 colored picture with white background and the name should appear below the picture (Last Name, First Name, M.I.)**

**Picture should be without headgear, without moustache, eye glasses or sun glasses. Must wear appropriate attire (dependents).**

#### REQUIREMENTS:

- (1) Application Form endorsed by COP/PD/CD/Bn Comdr; C, PHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates;
- (2) **Updated Certificate of Legal Beneficiary (CLB) issued by RMD, DPRM;**  
**Requirements for CLB of Active PNP members:**
  - a. Unit Endorsement
  - b. (Notary Public) Affidavit of Confirmation-COMPUTERIZED
  - c. ORIGINAL COPY of NSO-issued Marriage Contract with Official Receipt.
  - d. Original Copy of NSO-issued Advisory on Marriages of both husband and wife with Official Receipt.
  - e. Original Copy of NSO-issued Birth Certificates of Dependents with Official Receipt.
  - f. Photocopy of ID with 3 signatures and 2x2 picture with nametag of Dependents and PNP member.
  - g. Original Copy of NSO-issued DEATH CERTIFICATE With official Receipt if DEPENDENT is already deceased.
  - h. ORIGINAL COPY OF NSO-issued Certificate of No Marriage (CENOMAR) with Official Receipt if SINGLE/ UNMARRIED.
- (3) Affidavit of Loss and Police Report, if lost;
- (4) At least one (1) valid government-recognized ID; and,
- (5) Payment for the Dependent ID card (Current: P60.00).

#### INSTRUCTIONS:

1. Submit duly accomplished application form & required documents to the COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates for verification/confirmation of entries and signature.
2. The application signed by the COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates will be forwarded to the Records Management Division (RMD), DPRM thru their liaison officer or by mail/commercial courier.
3. All applications sent by mail/commercial courier must have a pre-paid return envelope.
4. Regular Processing Period: (with CLB: 2-3 days)
5. Application forms with different/inconsistent data with PAIS Record/PPF will be verified separately; hence processing will be longer.
6. All printed IDs not claimed within 30 days will be sent to C, RPHRDD/ARMD; Personnel/Admin Officer of unit/office.

#### CERTIFICATION:

*I hereby certify to the veracity of the entries made herein and confirm the identity of the applicant:*

\_\_\_\_\_  
(Signature over Printed Name)  
CHIEF OF UNIT/OFFICE OR PERSONNEL/ADMIN OFFICER

\_\_\_\_\_  
(RANK)                      (UNIT/OFFICE)

CP No. : \_\_\_\_\_

#### VERIFIED BY:

\_\_\_\_\_  
(ACTION OFFICER - ID SECTION)

#### PROCESSED BY:

\_\_\_\_\_  
(ACTION OFFICER - ID SECTION)

#### REVIEWED BY:

\_\_\_\_\_  
(CHIEF, ID SECTION)

#### APPROVED BY:

FOR TDPRM:

ID RECEIVED BY / RELEASED TO:

DATE: