



# PHILIPPINE NATIONAL POLICE

## ID APPLICATION FORM (PNP PERSONNEL)



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

Fill in all applicable spaces correctly and legibly. Mark all appropriate boxes with **X**. Control No. \_\_\_\_\_

<b>CATEGORY:</b>	Police Commissioned Officer	Non-Commissioned Officer	Non-Uniformed Personnel
	New ID	Renewal / Update ID	Replacement ID

### PERSONAL DATA

Last Name:	First Name:	Middle Name:	Qualifier:
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Present Unit Assignment (Position for NUP): \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth (MM-DD-YYYY):	Badge no.:	TIN (Tax Id 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:	CP No.:
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Date accomplished: \_\_\_\_\_

I hereby declare under the penalty of law that the entries made herein are true and correct, and executed to the best of my knowledge.

I also authorize the PNP/authorized representative to verify/validate the contents stated herein. *(Please affix your signature and right thumb mark at the boxes indicated below)*

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. & below is the rank).**

Picture should be without headgear, without moustache, eye glasses or sun glasses. Must wear PNP GOA without necktie (for police), Monday uniform for NUPs.

- REQUIREMENTS:**
- a. NEW APPLICANT**
- Application Form endorsed by the Chief, RPHRDD (PRO), Chief, ARMD (NSU) or the Admin/Pers Officer of the unit where they were appointed.
  - Duly accomplished application form.
- (NOTE: Police Personal File & Authenticated Copy of Appointment Order must be submitted/encoded in the PAIS first before new appointees are issued ID Cards)
- b. RENEWAL**
- Application Form endorsed by COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates.
  - Duly accomplished application form.
  - Old/Expired ID
- (NOTE: For newly-promoted PNCOs from PROs and NSUs, authenticated copy of promotion order must be submitted by their C, RPHRDD/ARMD prior to issuance of ID Card)
- c. REPLACEMENT (lost/dilapidated)**
- Application Form endorsed by COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates.
  - Affidavit of loss (if lost)
  - Police Report
  - Dilapidated PNP ID (if dilapidated)
  - Payment of 60.00 pesos for the replacement of lost/dilapidated ID card.

- INSTRUCTIONS:**
- 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.
  - 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.
  - All applications sent by mail/commercial courier must have a pre-paid return envelope.
  - Regular Processing Period:
    - Walk-in: Minimum Three (3) hours
    - Mailed/by courier: 2-3 days from receipt
  - Application forms with different/inconsistent data with PAIS Record/PPF will be verified separately; hence processing will be longer.
  - 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 TDRPM:

ID RECEIVED BY / RELEASED TO: \_\_\_\_\_ DATE: \_\_\_\_\_