



PHILIPPINE NATIONAL POLICE

ID APPLICATION FORM (PNP DEPENDENT)



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

Fill in all applicable spaces correctly and legibly. Mark all appropriate boxes with X.	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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Person to be notified in case of emergency:	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: