



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. _____

CATEGORY:	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:
------------	-------------	--------------	------------

Present Unit Assignment (Position for NUP): _____

Home Address: _____

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

Weight:	Height:	Color of Eyes:	Color of Hair:
---------	---------	----------------	----------------

Blood type:	Other Identifying Marks:	Contact no.:
-------------	--------------------------	--------------

Person to be notified in case of emergency:	Email address:
--	----------------

Name:	Relationship:
-------	---------------

Address of person to be notified:	CP No.:
-----------------------------------	---------

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**
- (1). Application Form endorsed by the Chief, RPHRDD (PRO), Chief, ARMD (NSU) or the Admin/Pers Officer of the unit where they were appointed.
 - (2). 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**
- (1). Application Form endorsed by COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates.
 - (2). Duly accomplished application form.
 - (3). 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)**
- (1). Application Form endorsed by COP/PD/CD/Bn Comdr; C, RPHRDD/ARMD; Regional Chief, NOSU/NASU or Pers/Admin Officer of NHQ Offices/Directorates.
 - (2). Affidavit of loss (if lost)
 - (3). Police Report
 - (4). Dilapidated PNP ID (if dilapidated)
 - (5). Payment of 60.00 pesos for the replacement of lost/dilapidated ID card.

- 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:
 - Walk-in: Minimum Three (3) hours
 - Mailed/by courier: 2-3 days from receipt
 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 TDRPM:

ID RECEIVED BY / RELEASED TO: _____ DATE: _____