



# PHILIPPINE NATIONAL POLICE

## ID APPLICATION FORM (PNP PERSONNEL)



PNP ID Application Form-2011A (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 / Promotion	Replacement ID

**PERSONAL DATA:** Present Rank: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Qualifier: \_\_\_\_\_

Present Unit Assignment (Position for NUP): \_\_\_\_\_

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

Date of Birth (MM-DD-YYYY): \_\_\_\_\_ Badge no.: \_\_\_\_\_ Tin 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: \_\_\_\_\_ Contact 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**
- Signature/Approval of Chief of Office or Unit or the Admin/Pers Offr.
  - Duly accomplished application form.
- (NOTE: 201 File & Authenticated Copy of Appointment Order of Newly Recruited Police must be first endorsed and encoded in the PAIS)**
- B. RENEWAL/UPDATE**
- Signature/Approval of Chief of Office or Unit or the Admin/Pers Offr.
  - Duly accomplished application form.
  - Old/Expired id.
- C. REPLACEMENT (lost/dilapidated)**
- Signature/Approval of Chief of Office or Unit or the Admin/Pers Offr.
  - 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.

- PROCEDURES IN THE APPLICATION AND PROCESSING OF ID CARDS:**
- ID applicant must submit duly accomplished application form & required documents to the Chief of Office/Unit/ADMIN/PERS OFFICER for verification/confirmation of entries and signature of endorsing officer.
  - The application signed by the Chief of Office/Unit or ADMIN Officer/endorsing officer will be forwarded to the Records Management Division (RMD), DPRM thru their liaison officer or by mail/commercial courier.
  - The ID Section at RMD-DPRM will check the completeness and validity of all application forms and will process and print the ID.
  - For walk-in applicants, IDs will be released after 3hrs. Application via mail/commercial courier (**with return envelope**) is accepted to facilitate immediate and reliable ID delivery.
  - All Printed IDs not claimed in a month will be turned-over to the respective Unit Liaison Officers.
- Note: Data/information that will be printed in the PNP ID will be generated from the PAIS database. Any information which is inconsistent with the PAIS database will have to be validated.**

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

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

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

**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: \_\_\_\_\_