Revised DPRM Form 18-2007

PHILIPPINE NATIONAL POLICE
ID APPLICATION FORM
(PNP Personnel)

Fill in all applicable spaces. Mark all appropriate boxes with 'x'

Form Control No: _____

CATEGORY:	☐ Uniformed Personnel ☐ Retired ☐ Non – Uniformed Personnel	☐ New ☐ Renewal/Update ☐ Replacement

POLICE PERSONNEL DATA

APPLICANT'S NAME:	Last	First	Middle	Qualifier
RANK:		BADGE NUMBER:	CIVIL STATUS:	
PRESENT UNIT ASSIGNMENT: (If Retired, Last Unit)		POSITION: (For NUP Only)		
WEIGHT:	(in kg)	HEIGHT:		(in cm)
COLOR OF EYES:		COLOR OF HAIR:		
BLOOD TYPE:		OTHER IDENTIFYING DATA:		
DATE OF BIRTH: (MM/DD/YY/)		TIN:		
DATE/AUTHORITY OF RETIREMENT (For Retired Personnel only) (MM/DD/YY):				
DATE OF APPOOINTMENT/ ENTERED SERVICE (MM/DD/YY/):				
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY & RELATIONSHIP:		NAME:		
		RELATIONSHIP:		
ADDRESS OF PERSON TO BE NOTIFIED:				
TEL. NO. OF PERSON TO BE NOTIFIED:				

Date

I declare, under the penalties of perjury, that this ID Application Form has been accomplished in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the PNP/authorized representative to verify/validate the contents stated herein. (Please affix your signature to the box below)

Signature of Applicant (*in black pen*)

Right Thumb Mark

REQUIREMENTS:

A. NEW APPLICANTS
1. ENDORSEMENT FROM ADMIN/PERS OFFICE OF CONCERNED UNIT.
2. APPOINTMENT ORDERS.
3. AUTHENTICATED PAYSLIP (LATEST).

B. RENEWAL / UPDATE
1. ENDORESMENT FROM ADMIN/PERS OFFICER OF CONCERNED UNIT.
2. SURRENDER OLD/EXPIRED ID.
3. PROMOTION ORDER, **if Promoted.**
4. DEMOTION ORDER, **if Demoted.**
5. CHANGE OF STATUS / AMENDMENT ORDER, **if Amended / Changed.**

C. RETIRED
1. ENDORESMENT FROM BPAD OR UNIT OF LAST ASSIGNMENT.
2. RETIREMENT ORDERS.
3. SURRENDER OLD PNP ID.

D. REPLACEMENT (loss/dilapidated)
1. ENDORSEMENT FROM ADMIN/PERS OFFICER OF CONCERNED UNIT.
2. AFFIDAVIT OF LOSS, **if loss.**
3. SURRENDER DILAPILATED PNP ID, **if dilapilated.**
4. PAYMENT OF 50.00 PESOS FOR THE REPLACEMENT ID CARD.

PROCEDURES IN THE APPLICATION AND PROCESSING OF ID CARDs:
1. SUBMIT ACCOMPLISHED ID APPLICATION FORM & REQUIRED DOCUMENTS TO THE CHIEF RPHRDD /ADMIN/ PERS OFFICER / BPAD FOR THE PEPARATION OF ENDORSEMENT.
2. THE APPLICATION TOGETHER WITH ITS CORRESPONDING ENDORSEMENT WILL BE FORWARDED TO THE RECORDS MANAGEMENT DIVISION (RMD), DPRM THRU THEIR LIAISON OFFICER.
3. THE MESSAGE CENTER, RHD WILL LOG AND VERIFY THE APPLICATION. IF COMPLETE/ CORRECT, IT WILL BE FORWARDED TO THE ID SECTION.
4. THE ID SECTION WILL VALIDATE THEN FORWARD THE APPLICATION TO THE OFFICE OF THE CHIEF, RMD FOR APPROVAL.
5. THE APPROVE ID APPLICATION WILL BE RETURNED TO THE ID SECTION, RMD FOR PRINTING OF ID CARD.
6. THE PRINTED ID CARD WILL BE RETURNED TO THE MESSAGE CENTER, RMD FOR CONSOLIDATION AND CONSEQUENTLY WILL BE RELEASED TO THE CONCERNED LIAISON OFFICERS.
7. THE LIAISON OFFICERS WILL RETURNED THE ID CARDS TO THE CHIEF, RPHRDD/ADMIN/PERS OFFICER/BPAD FOR DISTRIBUTION TO THE CONCERNED PERSONNEL.

2x2 COLORED PICTURE WITH WHITE BACKGROUND AND THE NAME SHOULD APPEAR BELOW THE PICTURE
(LAST, FIRST, M.I. & BELOW IS THE RANK)
PICTURES SHOULD BE WITHOUT HEADGEAR, MOUSTACHE, EYE GLASSES OR SUN GLASSES
(GOA UNIFORM & NO NECKTIE, If in active service & CIVILIAN ATTIRE for retired)

RECOMMENDED BY:

_____
(Signature over Printed Name)
CHIEF, RPHRDD / ADMIN / PERS OFFICER

_____
RANK UNIT

PROCESSED BY:

_____
ACTION CLERCK, ID SECTION, RMD, DPRM

REVIEWED BY:

APPROVED BY:

FOR TDPRM:

MANUEL RABAGO GAERLAN, CEO VI
Police Senior Superintendent (DSC)
Chief, Records Management Division