



# POLICE REGIONAL OFFICE 7

## ID APPLICATION FORM

(PNP PERSONNEL)



PRO7 ID Application Form (NOT FOR SALE)

<b>Fill in all applicable spaces correctly and legibly. Mark all appropriate boxes with X.</b>						Control No.	
<b>Category</b>		<u>New ID</u>		Renewal / Promotion		Replacement ID	
<b>P E R S O N A L   D A T A</b>							
Rank	Last Name	First Name	Middle Name	Qualifier			
Present Unit Assignment (Position for NUP)				Designation			
Home Address							
Date of Birth (MM-DD-YYYY)			Badge No:		Tin No.		
Weight	Height	Color of Hair					
Blood Type	Other Identifying Marks		Contact No.				
<b>Person to be notified in case of emergency</b>				Email Address:			
Name			Relationship				
Address of person to be notified			Contact No.				
<b>Date accomplished: OCTOBER 4, 2017</b> 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		Recent 2x2 colored picture with white background  Picture should be without headgear, without moustache, eyeglasses or sun glasses.  GOA "A" without necktie (for police) Monday uniform for NUPs.  (submit also soft copy of the ID Picture)	
<b>Requirements:</b>  <b>A. NEW APPLICANT</b> 1. Signature/Approval of Chief of Office or Unit or the Admin/Personnel Officer 2. Duly accomplished application form.  <b>NOTE:</b> 201 File & Authenticated Copy of Appointment Order of Newly Recruited Police must be first endorsed and encoded in the PAIS  <b>B. RENEWAL/UPDATE</b> 1. Signature/Approval of Chief of Office or Unit or the Admin/Personnel Officer 2. Duly accomplished application form. 3. Old/Expired ID  <b>C. REPLACEMENT (lost/dilapidated)</b> 1. Signature/Approval of Chief of Office or Unit or the Admin/Personnel Officer 2. Affidavit of loss (if lost) 3. Dilapidated PNP ID (if dilapidated) 4. Payment of 100.00 pesos for the replacement of lost/dilapidated ID card.				<b>Procedures in the Application and Processing of PRO7 ID Cards:</b>  1. ID applicant must submit duly accomplished application form & required documents to the Chief of Office/Unit/Admin/Personnel Officer for verification/confirmation of entries and signature of endorsing officer. 2. The application signed by the Chief of Office/Unit or Admin Officer/endorsing officer will be forwarded to the Publication and Records Management Section (PRMS), RPHRDD thru their liaison officer or by mail/commercial courier. 3. The PNP-ID In-charge will check the completeness and validity of all application forms and will process and endorse the application to RITMS for printing of the ID. 4. All Printed IDs not claimed in a month will be turned-over to the respective Unit Liaison Officers  <b>NOTE:</b> Data/information that will be printed in the PRO7 ID will be generated from the PAIS database. Any information which is inconsistent with the PAIS database will have to be validated.			
<b>Certification:</b>  <i>I hereby certify to the veracity of the entries made herein and the identity of the applicant.</i>  <hr/> (Signature over Printed Rank/Name) Chief of Unit/Office or Personnel/Admin Officer  <hr/> (Unit/Office)			<b>Verified by:</b>  <hr/> RPHRDD PNP-ID In-charge  <b>Processed by:</b>  <hr/> RPHRDD PNP-ID In-charge			<b>Reviewed by:</b>  <hr/> Chief, PRMS  <b>Approved by:</b>  <hr/> Chief, RPHRDD	
ID Received by / Released to:			Date:				