

## [ **PHLPOST CIRCULAR NO. 13-55, September 27, 2013** ]

### **IMPLEMENTING GUIDELINES IN THE ISSUANCE AND DELIVERY OF POSTAL ID, REVISED –**

Per Board Resolution No. 2013-81 dated July 13, 2013, "the board authorized the collection of P100.00 for the processing of Postal Identification Card (PID) on top of the Regular Fee of P175.00 and a rush or expedite fee of P200.00 for applicants who chose to avail of fastrack, priority or rush processing of their applications and issuance of Postal Identification Cards." "It was also resolved that the amount of Twenty Five Pesos (P25.00) delivery fee shall be charged on PID applicant who will avail of Philpost Domestic Express Delivery Service." In view of this and to strengthen the security and integrity of the Postal ID and to sustain its acceptability and reliability, the following are the revised implementing guidelines in the issuance and delivery of Postal ID which will be implemented effective October 1, 2013.

#### **GENERAL GUIDELINES**

##### **I. APPLICATION FORM**

1. A revised form (one page, back to back) marked as "Annex A" shall be used including the sex, civil status and the sketch location of residence of the applicant.
2. Shall be accomplished by the applicant in two (2) copies.
3. Shall be verified by the **Postmaster including the supporting documents** submitted by the applicant.

##### **II. POSTAL ID CARD**

1. Postmasters shall no longer sign but will only affix his/her initials in the Postal ID Card. **It will now be signed by the designated Area Signatory. This will enable all concerned to verify only one signature per Area.**
2. Supply of Postal ID Cards shall be sent to post offices duly signed by the designated Area Signatory.

##### **III. REQUIREMENTS FOR POSTAL ID APPLICATION**

###### **A. For female married applicant;**

1. Duly accomplished application form (2 copies).
2. Three (3) pcs. 2X2 colored ID picture, without eyeglasses, in white background and in proper attire (dress/shirt with collar).
3. **Original copy of LCR or NSO** authenticated marriage contract.

4. Original copy of LCR or NSO authenticated Birth Certificate.

5. And any of the following:

1. Valid NBI clearance
2. Original copy of Police Clearance/Certificate
3. Certification from Barangay Chairman certifying that the applicant is a bonafide resident of the Barangay together with a photocopy of Barangay Chairman's valid ID.
4. Current certification from the employer certifying that the applicant is an employee with attached photocopy of valid ID of Company's Personnel Officer/Administrative Officer.
5. Current certification from the Principal or School Registrar certifying that the applicant is a student with attached photocopy of their valid ID.

**B. For female single applicant:**

1. Duly accomplished application form (2 copies).

2. Three (3) pcs. 2X2 colored ID picture, without eyeglasses, in white background and in proper attire (dress/shirt with collar).

3. **Original copy of LCR or NSO** authenticated Birth Certificate.

4. **Original copy of Certificate of No Marriage (CENOMAR)** maybe required in case of doubt as to the status of the applicant.

5. And any of the following:

1. Valid NBI clearance.
2. Original copy of Police Clearance/Certificate
3. Certification from Barangay Chairman certifying that the applicant is a bonafide resident of the Barangay together with a photocopy of Barangay Chairman's valid ID.
4. Current certification from the employer certifying that the applicant is an employee with attached photocopy of the Company's Personnel Officer/Administrative Officer.
5. Current certification from the Principal or School Registrar certifying that the applicant is a student with attached photocopy of their valid ID.

**C. For male applicants:**

1. Duly accomplished application form (2 copies).

2. Three (3) pcs. 2X2 colored ID picture, without eyeglasses, in white background and in proper attire (shirt with collar).

3. Original copy of LCR or NSO authenticated Birth Certificate.

4. And any of the following:

1. Valid NBI clearance.
2. Original copy of Police Clearance/Certificate

3. Certification from Barangay Chairman certifying that the applicant is bonafide resident of the Barangay together with a photocopy of Barangay Chairman's valid ID.
4. Current certification from the employer certifying that the applicant is an employee together with attached photocopy of valid ID of Company's Personnel Officer/Administrative Officer.
5. Current certification from the Principal or School Registrar certifying that the applicant is a student with attached photocopy of their valid ID.

**D. If the applicant has no Birth Certificate, the following may be required:**

**1. Original Certificate of no record from LCR or NSO.**

2. And any of the following:

- a. Original copy of Baptismal Certificate
- b. Permanent Elementary School Record (Form 137-E)
- c. Marriage Contract of Parents

**E.** In the event the applicant refuses to surrender the original LCR or NSO Birth Certificate, Marriage contract or Certificate of No Marriage (CENOMAR) etc., the applicant shall submit photo copy of the same together with the original document and pay the corresponding **Certification/ Authentication Fee of P30.00/document**, as follows:

"This is to certify that this is a photo copy from the original".

Signed by the Postmaster and the Applicant.

**F.** In case of military personnel who are not resident of the municipality where they are assigned, the Letter Carrier shall verify the identity of the applicant in the Base Camps where they are assigned/detailed.

**IV. TYPES OF PROCESSING/ISSUANCES**

1. The applicants shall have three (3) options in applying for Postal ID Card.

1.1 **Regular** – issuance of Postal ID is within 5 - 10 working days from the date of filing of the application form.

1.2 **Rush** – issuance is within three (3) days from the date of filing the application form.

2. Whichever the applicant choose among the two (2) options, the approved **Postal ID Card may be delivered** to his/her residence within the prescribed period.

3. "**No follow-up policy**" shall be strictly observed. Meaning, the applicant will just wait for the Letter Carrier to deliver his/her Postal ID Card to the appearing in the application.

**V. PRESCRIBED FEES**

To generate additional revenue, additional fees shall be prescribed particularly in the processing and delivery of approved Postal ID application in which the same should be indicated in the Official Receipt.