

[PHLPost Circular No. 14-85B, March 12, 2015]

AMENDED REQUIREMENTS, GUIDELINES AND PROCEDURES FOR THE NEW POSTAL IDENTIFICATION CARD

Adopted: 12 March 2015
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In order to make the New Postal ID more accessible to potential applicants and per comments/suggestions of Postal Officials, Personnel and Clients, the General Guidelines, Operational and Accounting Procedures as cited in PHLPost Circular No. 14-85 dated November 5, 2014 and PHLPost Circular No. 14-85a dated November 26, 2014 are hereby amended as follows:

1. OBJECTIVES

- a. Product innovation using ICT to ensure the continuous growth of the PID product;
- b. Improvement of credibility and acceptability of the New PID as an identification card; and,
- c. Institute security and control features in the issuance of the New PID.

2. DEFINITION OF TERMS

- a. **Biographic Data** - are information pertaining to the facts or events in life of an individual such as a person's name, address, birth and place of date, civil status and parents.
- b. **Data Capture** - is the electronic and/or digital capture and/or recording of the biographic data of an applicant in the PID Capture software using a fingerprint scanner, digital camera, electronic signature pad, and/or other biometrics data capture device.
- c. **Data Capture Station** - is a set of equipment used to capture biographic data typically consisting of computer desktop, laptop or other computing device with and/or connected to biometrics data capture devices such as fingerprint scanner, digital camera, electronic signature pad and similar devices.
- d. **PID Acceptance Post Office** - refers to a post office authorized to accept, process and approve PID application:
 - Post Office with Data Capture Station.
 - Post Office without Data Capture Station.
- e. **PID Capturing Post Office** - refers to a post office with data capture station for New Postal ID.

3. New Postal ID

Below is the sample of the new Postal ID:

(See Image (NAR) VOL. 26 NO. 1/ JANUARY - MARCH 2015 page 559)

4. GENERAL GUIDELINES

4.1 Who may apply for the New PID Card:

- Filipinos living in the Philippines and abroad; and,
- Foreigners living in the Philippines for at least six (6) months prior to application

4.2 No minimum age is prescribed for an applicant.

4.3 The following are the requirements for the New PID Card:

4.3.1 New applicants:

	FILIPINOS	FOREIGNERS
General Requirements	<ol style="list-style-type: none">1. Personal appearance of applicant2. Two (2) copies of duly- accomplished PID application in bold/capital letters3. Submission of any of the following Proof of Identity:<ol style="list-style-type: none">3.1 Anyone (1) of the following primary identification documents:<ol style="list-style-type: none">a. Original Birth Certificate in security paper (SECPA) issued by the National Statistics Office (NSO)b. Original Birth Certificate or Certificate of Live Birth issued by the Local Civil Registrar (LCR) within six (6) months prior to PID applicationc. Valid GSIS UMID cardd. Valid SSS UMID Card	<ol style="list-style-type: none">1. Personal appearance of applicant2. Two (2) copies of duly- accomplished PID application in bold/capital letters3. Reproduction copy with the original of the Passport valid for at least six (6) months prior to application4. Reproduction copy with the original of any of the following, valid at least six (6) months prior to application:<ol style="list-style-type: none">4.1. Alien Certificate of Registration Identity Card (ACR I- Card);4.2. Long Stay Visitor Visa Extension (LSVVE); or4.3. Temporary Resident Visa (TRV)5. Proof of Address:<ol style="list-style-type: none">5.1 Original Barangay Certificate on the residency of the

	<p>e. Valid Passport</p> <p>f. Valid LTO Driver's License</p> <p>or</p> <p>3.2 Any two (2) of the following secondary documents, one of which should bear the applicant's photo and signature:</p> <p>a. Valid Paper-based Postal ID</p> <p>b. Baptismal Certificate</p> <p>c. Certificates of Birth/Marriage from the National Commission for Muslim Filipinos (NCMF)</p> <p>d. Certificates of Birth/Marriage from the National Commission for Indigenous Peoples (NCIP)</p> <p>e. Valid Company ID</p> <p>f. Digitized BIR ID</p> <p>g. Elementary or High School Form 137 or Transcript of Records with readable dry seal (for applicants 18 years old and below)</p> <p>h. Valid Integrated Bar of the Philippines (IBP) ID</p> <p>i. Marriage Contract</p> <p>j. Valid NBI/Police Clearance with digitized photo</p> <p>k. Old GSIS/SSS card</p> <p>l. Valid OWWA ID</p>	<p>applicant issued within three (3) months prior to PID application; or,</p> <p>5.2 Original Certification or Statement of Account from Hotel, transient home or any temporary residence.</p>
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	<p>m. Valid PRC ID</p> <p>n. Valid University/School or Alumni ID</p> <p>o. Valid Seaman's Book</p> <p>p. Senior Citizen ID</p> <p>q. TIN card</p> <p>r. Voter's ID</p> <p>4. Submission of anyone (1) of the following Proof of Address</p> <p>4.1 Original Barangay Certificate on the residency of the applicant issued within three (3) months prior to PID application; or,</p> <p>4.2 Original Proof of Billing</p>	
Additional Requirements	<p>1. Original Marriage Contract for married women if only the Birth/Baptismal Certificate is presented as a primary identification document and if Marriage Contract is not presented as one of the two (2) secondary documents. Should be in any of the following:</p> <p>1.1 In SECPA issued by NSO;</p> <p>1.2 CTC issued by LCR within six (6) months prior to PID application;</p> <p>1.3 Certificate of Muslim Marriage from the NCMF</p> <p>2. For widowed/annulled/divorced</p>	<p>1. For minor applicants, 16 years and below, personal appearance of:</p> <p>1.1 Either parent if minor is a legitimate child;</p> <p>1.2 Mother if minor is an illegitimate child;</p> <p>1.3 Legal guardian if both parents of the minor are abroad or deceased; or,</p> <p>1.4 Either of grandparent if either of the parent of the minor are also minor</p> <p>2. For legal guardian:</p> <p>2.1 If both parents are abroad, Special Power of Attorney (SPA) with an attached photocopy</p>

applicants:	of either parent's valid Passport duly-authenticated by the Philippine embassy or consulate where the passport was obtained or duly-authenticated by foreign diplomatic/consular mission in the Philippines
2.1 Widowed – Death Certificate of husband/wife issued by the NSO or LCR	
2.2 Annulled – Annotated Marriage Certificate issued by NSO	
2.3 Divorced:	2.2 If both parents are deceased:
a. CTC of divorced decree duly-authenticated by the Philippine embassy or consulate where the divorce was obtained or duly-authenticated by foreign diplomatic/consular mission in the Philippines; or,	2.2.1 Court order awarding guardianship of the orphaned minor applicant or substitute parental authority issued by their country's respective competent agency duly-authenticated by the Philippine embassy or consulate where such authority was obtained or duly-authenticated by the foreign diplomatic/consular mission in the Philippines
b. CTC of Philippine court recognition of foreign divorce decree; Marriage Certificate from NSO with annotation of divorce decree.	
3. For minor applicants: 16 years and below, personal appearance of:	
3.1 Either parent if minor is a legitimate child;	
3.2 Mother if minor is an illegitimate child;	
3.3 Legal guardian if both parents of the minor are abroad or deceased; or,	
3.4 Either of grandparents if either of the parents of the minor is also a minor.	