



CITIZEN'S CHARTER

EXTERNAL SERVICE: REGISTRATION TO THE PHILIPPINE IDENTIFICATION SYSTEM (PHILSYS)

Classification: Simple
Type of Transaction: G2C - Government to Citizen
Who may avail: General Public

Checklist Requirements:	Where to Secure:																																																																								
<p>1. Accomplished one (1) PhilSys Registration Form with the following information in capital letters:</p> <ul style="list-style-type: none"> • Full Name • Sex • Date of Birth • Place of Birth • Blood Type • Permanent Address • Present Address • Filipino or Resident Alien • Marital Status (Optional) • Mobile Number (Optional) • Email Address (Optional) <p>2. At least one (1) identification document</p> <p>Primary Documents:</p> <ol style="list-style-type: none"> 1. Certificate of Live Birth (OCRG Form No. 101 and 102) or Report of Birth AND one (1) government-issued identification document which bears full name, front facing photograph, and signature or thumb mark; 2. Philippine Passport or ePassport; 3. Unified Multi-purpose Identification (UMID) Card; or 4. Student's License Permit or Non-Professional/Professional Driver's License. <p>In case the applicant does not have any of the Primary Documents, any of the Alternative/Additional Documents shall suffice.</p> <p>Alternative/Additional Documents:</p> <table border="0"> <tr> <td>1. Certificate of Live Birth;</td> <td>19. PhilHealth ID;</td> </tr> <tr> <td>2. Report of Birth;</td> <td>20. Special Resident Retiree's Visa (SRRV);</td> </tr> <tr> <td>3. Certificate of Foundling or Certificate of Live Birth of Person with No Known Parent/s;</td> <td>21. National ID from other countries;</td> </tr> <tr> <td>4. IBP Card;</td> <td>22. Residence ID from other countries;</td> </tr> <tr> <td>5. PRC ID;</td> <td>23. Professional Identification Card;</td> </tr> <tr> <td>6. Seaman's Book (Seafarer's Record Book);</td> <td>24. Eligibility Card;</td> </tr> <tr> <td>7. OWWA E-Card;</td> <td>25. Dependent's ID;</td> </tr> <tr> <td>8. Senior Citizen's ID;</td> <td>26. Retiree's ID;</td> </tr> <tr> <td>9. SSS ID;</td> <td>27. Conductor's License;</td> </tr> <tr> <td>10. Pantawid Pamilyang Pilipino Program (4Ps) ID;</td> <td>28. Philippine Veterans Affairs Office Pensioner's ID (Veteran or Dependent);</td> </tr> <tr> <td>11. License to Own or Possess Firearms (LTOPF) ID;</td> <td>29. Seafarer's Identity Document (Seaman's ID);</td> </tr> <tr> <td>12. NBI Clearance;</td> <td>30. Tribal Certificate/ID;</td> </tr> <tr> <td>13. Police Clearance/ID;</td> <td>31. Certificate of Confirmation or Certificate of Indigenous Cultural Communities (ICCs)/Indigenous Peoples (IPs) Membership (CIPM);</td> </tr> <tr> <td>14. Solo Parent's ID;</td> <td>32. Certificate of Tribal Membership; or</td> </tr> <tr> <td>15. Person with Disability (PWD) ID;</td> <td>33. Identification Certificate (IC).</td> </tr> <tr> <td>16. Voter's ID;</td> <td></td> </tr> <tr> <td>17. Postal ID;</td> <td></td> </tr> <tr> <td>18. Taxpayer Identification Number (TIN) ID;</td> <td></td> </tr> </table> <p>The following identification documents shall be accepted as Alternative/ Additional Documents provided that these have a front-facing photograph, signature or thumb mark, full name, permanent address and date of birth:</p> <ol style="list-style-type: none"> 1. Employee ID; 2. School ID <ul style="list-style-type: none"> • For pre-school, elementary and secondary, signature or thumbmark of the ID owner is not required. 3. City/Municipal ID; 4. Barangay Clearance/Certificate <ul style="list-style-type: none"> • This shall contain a statement of the Barangay Chairman that he/she personally verified the applicant's residency and that the applicant has been residing there for at least six months prior to PhilSys registration. 5. Barangay ID; 6. Voter's Certification issued by the COMELEC; 7. Prison Record; or 8. Certificate of Detention. <p>3. For the claiming of PhilID, present any of the following:</p> <ol style="list-style-type: none"> a. Transaction Slip; or b. Identification and/or supporting document/s presented during registration. <p>In case of an authorized representative, he/she may claim the PhilID of the registered person provided that he/she presents the following:</p> <ol style="list-style-type: none"> a. Authorization letter; b. Valid identification document of the registered person; and Valid identification document of the authorized representative. 	1. Certificate of Live Birth;	19. PhilHealth ID;	2. Report of Birth;	20. Special Resident Retiree's Visa (SRRV);	3. Certificate of Foundling or Certificate of Live Birth of Person with No Known Parent/s;	21. National ID from other countries;	4. IBP Card;	22. Residence ID from other countries;	5. PRC ID;	23. Professional Identification Card;	6. Seaman's Book (Seafarer's Record Book);	24. Eligibility Card;	7. OWWA E-Card;	25. Dependent's ID;	8. 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Department of Foreign Affairs; 3. Government Service Insurance System or 4. Social Security System; or Land Transportation Office. <table border="0"> <tr> <td>1. Philippine Statistics Authority or National Statistics Office or Local Civil Registry Office;</td> <td>16. Commission on Elections;</td> </tr> <tr> <td>2. Philippine Statistics Authority or National Statistics Office or Philippine Foreign Service Post;</td> <td>17. Philippine Postal Corporation (Post Office);</td> </tr> <tr> <td>3. Philippine Statistics Authority;</td> <td>18. Bureau of Internal Revenue;</td> </tr> <tr> <td>4. Integrated Bar of the Philippines (IBP);</td> <td>19. Philippine Health Insurance Corporation;</td> </tr> <tr> <td>5. Professional Regulation Commission (PRC);</td> <td>20. Philippine Retirement Authority;</td> </tr> <tr> <td>6. Maritime Industry Authority;</td> <td>21. Issuing country;</td> </tr> <tr> <td>7. Overseas Workers Welfare Administration (OWWA);</td> <td>22. 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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished PhilSys Registration Form and present the identification and/or supporting document/s to the Screener.	1.1 Review the consistency of the information on the PhilSys Registration Form against the identification and/or supporting document/s presented.	None	3 minutes	Screener Alternate Screener PhilSys Registration Team (PRT)
	1.2 Affix full name and signature in the PhilSys Registration Form and return the identification and/or supporting document/s to the applicant.			
	1.3 Assist the applicant to the Registration Kit Operator waiting area.	None	1 minute	
2. Proceed to the Registration Kit Operator and present the PhilSys Registration Form and identification and/or supporting document/s.	2.1 Encode the demographic information of the applicant.	None	3 minutes	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
	2.2. Review the consistency of the demographic information based on the submitted identification and/or supporting document/s.	None	4 minutes	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
	2.3. Scan the identification and/or supporting document/s.			
	2.4. Capture the irises of the applicant.			
	2.5. Capture the 10 functional fingerprints of the applicant.			
	2.6. Capture the front-facing photograph of the applicant.			
Note: Biometric exceptions/forced capture will apply if there is a physical impossibility to capture a complete set of biometric information due to medical or physical disability or if the complete set does not meet the minimum threshold standards.				
3. Review and confirm the correctness of demographic and biometric information.	3.1. Confirm the correctness of demographic and biometric information	None	2 minutes	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
4. Affirm the collection of their data for PhilSys registration and other services.	4.1. Read and explain the Disclosure under Section 12 of the Data Privacy Act of 2012 as reflected in the PhilSys Registration Client System.	None	2 minutes	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
	4.2. Print the Transaction Slip.	None	1 minute	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
5. Receive the identification and/or supporting documents and the printed Transaction Slip	5.1. Return the identification and/or supporting documents and provide the Transaction Slip to the applicant.	None	1 minute	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)
None	5.2. Approve and upload data packet to	None	2 minutes per data packets	Registration Kit Operator (RKO) PhilSys Registration Team (PRT)

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 19 MINUTES

Prepared by: JICAR JHON G. SATERA Registration Officer III - Contractual	Reviewed by: BERNADETH I. BONACHITA Chief Administrative Officer	Recommended by: ROSALINDA C. APURA, D.M. Regional Director	Approved by: CLAIRE DENNIS S. MAPA, PhD Under Secretary/National Statistician/ Civil Registrar General
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