

# PHILIPPINE IDENTIFICATION SYSTEM (PHILSYS) REGISTRY OFFICE

## 1. Registration to the Philippine Identification System (PhilSys)

This process involves the collection of demographic and biometric information of citizens or resident aliens in the Philippines to the PhilSys. Subsequently, the collected information shall undergo deduplication and back-end validation to ensure the uniqueness of the identity of the applicant. Once validated, the applicant shall be issued a PhilSys Number (PSN). Upon successful registration and generation of the PSN, the Philippine Identification (PhilID) shall be printed and issued to the registered person.

<b>Office or Division:</b>	<b>PhilSys Registry Office</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>G2C - Government to Citizen</b>
<b>Who may avail:</b>	<b>General Public</b>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accomplished one PhilSys Registration Form with the following information in capital letters: <ol style="list-style-type: none"> <li>a. Full Name</li> <li>b. Sex</li> <li>c. Date of Birth</li> <li>d. Place of Birth</li> <li>e. Blood Type</li> <li>f. Permanent Address</li> <li>g. Present Address</li> <li>h. Filipino or Resident Alien</li> <li>i. Marital Status (Optional)</li> <li>j. Mobile Number (Optional)</li> <li>k. Email Address (Optional)</li> </ol>	1. PhilSys Registration Centers
2. At least one identification document. <u>List of Acceptable Identification Documents</u>  Primary Documents:	2. Government Agencies, Non-Government Organizations (NGOs), Private entities, Academe, Local Government Unit (LGU)

1. Certificate of Live Birth (OCRG Form No. 101 and 102) or Report of Birth AND one 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.

In case the applicant does not have any of the Primary Documents, any of the Alternative/Additional Documents shall suffice.

Alternative/Additional Documents:

1. Certificate of Live Birth;
2. Report of Birth;
3. Certificate of Foundling or Certificate of Live Birth of Person with No Known Parent/s;
4. IBP Identification Card;
5. PRC ID;
6. Seaman's Book (Seafarer's Record Book);
7. OWWA E-Card;
8. Senior Citizen's ID;
9. SSS ID;
10. Pantawid Pamilyang Pilipino Program (4Ps) ID;
11. License to Own or Possess Firearms (LTOPF) ID;
12. NBI Clearance;
13. Police Clearance/ID;
14. Solo Parent's ID;
15. Person with Disability (PWD) ID;
16. Voter's ID;
17. Postal ID;
18. Taxpayer Identification Number (TIN) ID;
19. PhilHealth ID;
20. Special Resident Retiree's Visa (SRRV);
21. National ID from other countries;

1. Philippine Statistics Authority (PSA) and other government agency;
2. Department of Foreign Affairs (DFA);
3. Government Service Insurance System (GSIS) or Social Security System (SSS); or
4. Land Transportation Office (LTO).

1. Philippine Statistics Authority (PSA) or National Statistics Office (NSO) or Local Civil Registry Office (LCRO);
2. Philippine Statistics Authority (PSA) or National Statistics Office (NSO) or Philippine Foreign Service Post (PFSP);
3. Philippine Statistics Authority (PSA);
4. Integrated Bar of the Philippines (IBP);
5. Professional Regulation Commission (PRC);
6. Maritime Industry Authority (MARINA);
7. Overseas Workers Welfare Administration (OWWA);
8. Office of Senior Citizens Affairs (OSCA) and/or Local Government Units (LGUs);
9. Social Security System (SSS);
10. Department of Social Welfare and Development (DSWD);
11. Philippine National Police (PNP);
12. National Bureau of Investigation (NBI);
13. Philippine National Police (PNP);

22. Residence ID from other countries;
23. Professional Identification Card;
24. Eligibility Card;
25. Dependent's ID;
26. Retiree's ID;
27. Conductor's License;
28. PVAO Pensioner's ID (Veteran or Dependent);
29. Seafarer's Identity Document (Seaman's ID);
30. Tribal Certificate/ID;
31. Certificate of Confirmation or Certificate of Indigenous Cultural Communities (ICCs)/Indigenous Peoples (IPs) Membership (CIPM);
32. Certificate of Tribal Membership; or
33. Identification Certificate (IC).

14. Department of Social Welfare and Development (DSWD);
15. National Council of Disability Affairs (NCDA) or its regional counterpart, Office of the Mayor, Department of Social Welfare and Development (DSWD) Office and other participating organizations with a Memorandum of Agreement with the Department of Health (DOH);
16. Commission on Elections (COMELEC);
17. Philippine Postal Corporation (PHLPost);
18. Bureau of Internal Revenue (BIR);
19. Philippine Health Insurance Corporation (PhilHealth);
20. Philippine Retirement Authority (PRA);
21. Issuing country;
22. Issuing country;
23. Maritime Industry Authority (MARINA);
24. Civil Service Commission (CSC);
25. Armed Forces of the Philippines (AFP) and Philippine National Police (PNP);
26. Philippine National Police (PNP), Armed Forces of the Philippines (AFP) and Philippine Coast Guard (PCG);
27. Land Transportation Office (LTO);
28. Philippine Veterans Affairs Office (PVAO);
29. Maritime Industry Authority (MARINA);
30. Tribal Affairs Office under the Office of the Mayor (if applicable);
31. National Commission on Indigenous Peoples (NCIP)/Tribal Leader of Indigenous Cultural Communities (ICCs)/ Indigenous Peoples(IPs);
32. National Commission on Muslim Filipinos (NCMF); or
33. Philippine Consulate General.

<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"> <li>1. Employee ID;</li> <li>2. School ID For pre-school, elementary and secondary, signature or thumbmark of the ID owner is not required.</li> <li>3. City/Municipal ID;</li> <li>4. Barangay Clearance/Certificate 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.</li> <li>5. Barangay ID;</li> <li>6. Voter's Certification issued by the COMELEC;</li> <li>7. Prison Record; or</li> <li>8. Certificate of Detention.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employer;</li> <li>2. Academic Institutions;</li> <li>3. Issuing City/Municipality;</li> <li>4. Issuing Barangay;</li> <li>5. Issuing Barangay;</li> <li>6. Commission on Elections (COMELEC);</li> <li>7. Bureau of Jail Management and Penology (BJMP); or</li> <li>8. Philippine National Police (PNP) or Bureau of Jail Management and Penology (BJMP).</li> </ol>
<ol style="list-style-type: none"> <li>3. For the claiming of PhilID, present any of the following:           <ol style="list-style-type: none"> <li>a. Transaction Slip; or</li> <li>b. Identification and/or supporting document/s presented during registration.</li> </ol> </li> </ol> <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"> <li>a. Authorization letter;</li> <li>b. Valid identification document of the registered person; and</li> <li>c. Valid identification document of the authorized representative.</li> </ol>	<ol style="list-style-type: none"> <li>a. PSA-based and LGU-based Registration Centers</li> <li>b. Government Agencies, Non-Government Organizations, Private entities, Academe, LGU</li> </ol>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished PhilSys Registration	1.1. Review the consistency of the information on the PhilSys Registration	None	5 minutes	Screener PhilSys Registration Team (PRT)

<p>n Form and present the identification and/or supporting document/s to the Screener.</p>	<p>Form against the identification and/or supporting document/s presented.</p> <p>1.2. Affix full name and signature in the PhilSys Registration Form and return the identification and/or supporting document/s to the applicant.</p>			
	<p>1.3. Assist the applicant to the Registration Kit Operator waiting area.</p>	<p>None</p>	<p>1 minute</p>	<p><i>Registration Center Supervisor</i>  <i>PhilSys Registration Team (PRT)</i></p>
<p>2. Proceed to the Registration Kit Operator and present the PhilSys Registration Form and identification and/or supporting document/s.</p>	<p>2.1. Encode the demographic information of the applicant.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Registration Kit Operator</i>  <i>PhilSys Registration Team (PRT)</i></p>
	<p>2.2. Review the consistency of the demographic based on the submitted identification and/or supporting document/s.</p> <p>2.3. Scan the identification and/or supporting document/s.</p> <p>2.4. Capture the irises of the applicant.</p> <p>2.5. Capture the ten functional fingerprints of the applicant.</p>	<p>None</p>	<p>4 minutes</p>	<p><i>Registration Kit Operator</i>  <i>PhilSys Registration Team (PRT)</i></p>

	<p>2.6. Capture the front-facing photograph of the applicant.</p> <p><b>Note:</b> 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.</p>				<p><i>Registration Center Supervisor PhilSys Registration Team (PRT)</i></p>
3. Review and confirm the correctness of demographic and biometric information.	3.1. Confirm the correctness of demographic and biometric information.	None	3 minutes		<p><i>Registration Kit Operator PhilSys Registration Team (PRT)</i></p>
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		<p><i>Registration Kit Operator PhilSys Registration Team (PRT)</i></p>
None	4.2. Print the Transaction Slip.	None	1 minute		<p><i>Registration Kit Operator PhilSys Registration Team (PRT)</i></p>
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		<p><i>Registration Kit Operator PhilSys Registration Team (PRT)</i></p>

None	5.2. Approve and upload data packet to the server.	None	2 minutes per data packet	<i>Registration Center Supervisor PhilSys Registration Team (PRT)</i>
None	5.3. Perform demographic and/or biometric deduplication.  <i>In case of a potential duplicate:</i>  Conduct identity validation through the following: a. ABIS Manual Adjudication Subsystem; and/or b. Manual Verification System.  <b>Note:</b> In case of possible fraud cases, conduct a fact-finding and filing of appropriate action, when necessary.	None	15 minutes  <b>Note:</b> The duration may be shortened depending on the capacity of the system.  15 minutes  22 minutes	None  <b>Note:</b> This deduplication process is being performed by the system.  <i>Registration Officers I, II and III Identity Validation Division  Registration Officers I, II and III Fraud Management Division</i>
None	5.4. Generate PSN/PCN.	None	1 minute  <b>Note:</b> The duration may be shortened depending on the capacity of the system.	None  <b>Note:</b> This process is system-generated.
	5.5. Conduct PhilID Production, Kitting and Release to Delivery Partner.	None	5 days, 1 hour and 25 minutes per batch	<i>Information Systems Analyst I and II, Shift Supervisor,</i>

	<p><b>Note:</b> 1 batch consists of 4,500 records.</p> <ul style="list-style-type: none"> <li>i. Batch Creation;</li> <li>ii. Data Preparation System;</li> <li>iii. Photo Cropping;</li> <li>iv. Card Personalization (Laser);</li> <li>v. Card Personalization (DOD);</li> <li>vi. Visual Inspection;</li> <li>vii. Quality Check of Personalized Cards;</li> <li>viii. Card Carrier Printing;</li> <li>ix. Card Kitting;</li> <li>x. Quality Check of Kitted Cards;</li> <li>xi. Certificate of Mailing Generation;</li> <li>xii. Temporary Storage of PhilIDs at Bangko Sentral ng Pilipinas; and</li> <li>xiii. Turnover of Kitted Cards to Post Office.</li> </ul>			<p><i>Printing Quality Inspector III, Computer Operator II</i> ID Processing and Management Division, AllCard, Bangko Sentral ng Pilipinas</p>
None	5.6. Processing and distribution of PhilIDs to local Post Offices.	None	<p>5 to 30 working days</p> <p><b>Note:</b> - within <b>5 working</b> days for delivery address within National Capital Region - within <b>7 working</b> days for delivery address within Luzon, Visayas, and Mindanao within <b>30 working</b> days for</p>	<p><i>Philippine Postal Corporation (PHLPost)</i></p>



			delivery address for remote and far-flung areas	
6. Present the Transaction Slip or identification and/or supporting document/s presented during registration.	6.1. Deliver the PhilID to the address of the card owner.  6.2. Match the transaction number in the Transaction Slip or full name found in the identification and/or supporting document/s.	None	1 minute	<i>Philippine Postal Corporation (PHLPost)</i>
7. Affix signature to the delivery receipt.	7.1. Release the enclosed PhilID.	None	3 minutes	<i>Philippine Postal Corporation (PHLPost)</i>
<i>If there is no possible duplicate:</i>				
<b>TOTAL processing time of PhilSys Registration if the delivery address is within NCR:</b>		<b>None</b>	<b>10 working days, 2 hours, and 9 minutes</b>	
<b>TOTAL processing time of PhilSys Registration if the delivery address is within Luzon, Visayas, or Mindanao:</b>		<b>None</b>	<b>12 working days, 2 hours, and 9 minutes</b>	
<b>TOTAL processing time of PhilSys Registration if the delivery address is in remote and far-flung areas:</b>		<b>None</b>	<b>35 working days, 2 hours, and 9 minutes</b>	
<i>If there is a potential duplicate:</i>				
<b>TOTAL processing time of PhilSys Registration if there is a possible duplicate and the delivery address is within NCR:</b>		<b>None</b>	<b>10 working days, 2 hours, and 46 minutes</b>	
<b>TOTAL processing time of PhilSys Registration if the delivery address is within Luzon, Visayas, or Mindanao:</b>		<b>None</b>	<b>12 working days, 2 hours, and 46 minutes</b>	
<b>TOTAL processing time of PhilSys Registration if the delivery address is in remote and far-flung areas:</b>		<b>None</b>	<b>35 working days, 2 hours, and 46 minutes</b>	