



# CITIZEN'S CHARTER

## REGISTRATION TO THE PHILIPPINE IDENTIFICATION SYSTEM (PHILSYS)

BASIC REQUIREMENTS	APPLICANT/CLIENT STEPS	SERVICE PROVIDER ACTIONS	PROCESSING TIME	FEES	PERSON RESPONSIBLE
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.  In case the applicant does not have any of the Primary Documents, any of the Alternative/Additional Documents shall suffice:  1. IBP Card; 2. PRC ID; 3. Seaman's Book (Seafarer's Record Book); 4. OWWA E-Card; 5. Senior Citizen's ID; 6. SSS ID; 7. Pantawid Pamilyang Pilipino Program (4Ps) ID; 8. License to Own or Possess Firearms (LTOPF) ID;	1. Submit the duly accomplished PhilSys Registration Form and present the identification and/or supporting document/s to the Screener of the nearest PhilSys Registration Center	1. Review the consistency of the information on the PhilSys Registration Form against the identification and/or supporting document/s presented.	5 minutes	NONE	Screener <i>PhilSys Registry Office</i>
		2. Affix full name and signature in the PhilSys Registration Form and return the identification and/or supporting document/s to the applicant.		NONE	Screener <i>PhilSys Registry Office</i>
		3. Assist the applicant to the Registration Kit Operator waiting area.	1 minute	NONE	Registration Center Supervisor <i>PhilSys Registry Office</i>
	2. Proceed to the Registration Kit Operator and present the PhilSys Registration Form and identification and/or supporting document/s.	4. Encode the demographic information of the applicant.	5 minutes	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>
		5. Review the consistency of the demographic information based on the submitted identification and/or supporting document/s.	4 minutes	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>

BASIC REQUIREMENTS	APPLICANT/CLIENT STEPS	SERVICE PROVIDER ACTIONS	PROCESSING TIME	FEES	PERSON RESPONSIBLE	
9. NBI Clearance; 10. Police Clearance/ID; 11. Solo Parent's ID; 12. Person with Disability (PWD) ID; 13. Voter's ID; 14. Postal ID; 15. Taxpayer Identification Number (TIN) ID; 16. PhilHealth ID; 17. Special Resident Retiree's Visa (SRRV); 18. National ID from other countries; 19. Residence ID from other countries; 20. Professional Identification Card; 21. Eligibility Card; 22. Dependent's ID; 23. Retiree's ID; 24. Conductor's License; 25. Philippine Veterans Affairs Office Pensioner's ID (Veteran or Dependent); 26. 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).		6. Scan the identification and/or supporting document/s.		NONE	Registration Kit Operator <i>PhilSys Registry Office</i>	
			7. Capture the irises, 10 fingerprints and front-facing photograph of the registrant		NONE	Registration Kit Operator <i>PhilSys Registry Office</i>
	3. Review and confirm the correctness of demographic and biometric information.	8. Confirm the correctness of demographic and biometric information.	3 minutes	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>	
	4. Affirm the collection of their data for PhilSys registration and other services.	9. Read and explain the Disclosure under Section 12 of the Data Privacy Act of 2012 as reflected in the PhilSys Registration Client System.	2 minutes	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>	
		10. Print the Transaction Slip.	1 minute	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>	
		11. Return the identification and/or supporting documents and provide the Transaction Slip to the applicant.	1 minute	NONE	Registration Kit Operator <i>PhilSys Registry Office</i>	

- TOTAL PROCESSING TIME FOR REGULAR TRANSACTION: **22 minutes**
- TOTAL FEES: **NONE**

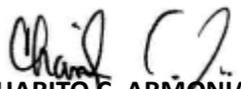
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