colored picture in plain white background taken within the last 6 months

|  |  |
| --- | --- |
|  | **Professional Regulation Commission** |
| **APPLICATION FOR RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)** |

**TIME RECEIVED:** \_\_\_\_\_\_\_\_\_\_\_\_

**TIME RELEASED:** \_\_\_\_\_\_\_\_\_\_\_\_

**APPOINTMENT DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PLACE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**O.R. NO. / DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TEL No./CP No.:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Middle Name

**MAIDEN NAME (if married):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIRTHDATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RELIGION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

**CITIZENSHIP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CIVIL STATUS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMANENT MAILING ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LICENSE NO.:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

**EXPIRATION DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

**CURRENT EMPLOYER (if employed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_Private \_\_\_Government \_\_\_Self-employed (pls. check)**

**OFFICE ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OVER PRINTED NAME

**UNDERTAKING**

**(To be filled out by professionals who failed to comply with the required CPD Credit Units for the renewal of Professional Identification Card)**

For this compliance period, I am submitting **\_\_** CPD units of the total required **\_\_** CPD Credit units. I hereby undertake to submit the balance of **\_\_** CPD credit units in addition to the **\_\_** required CPD units (or a total of **\_\_** units) for the next renewal of my PIC. I understand that in the event I fail to comply, my PIC will not be renewed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 SIGNATURE OF LICENSEE

**Basic Requirements:**

1. Duly accomplished application for renewal of PIC with undertaking/certificate of attendance to accredited CPD seminars.
2. Other documents as may be prescribed by the Professional Regulatory Law of the concerned profession i.e Certificate of Good Standing, Surety Bond for Real Estate

**Requirements for Authorized Representative:**

1. Non-registered professional must present any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant.
2. Registered professional must present a valid Professional Identification Card/e-PIC and authorization letter duly signed by the concerned applicant.

**Procedures:**

1. On the appointment date, proceed to the appointment place and submit the duly accomplished renewal form and all documentary requirements to the designated window of the concerned PRC Regional Office/Offsite Service Center for processing of documents.

* ***NOTE:*** *A former Filipino professional who has been issued a certificate of registration (COR) and professional identification card (PIC) prior to his/her naturalization as a foreign citizen may only apply for PIC renewal upon compliance with the requirements and conditions prescribed in PRC Resolution No. 1225, s. 2020.*
* If the client opts for the delivery of printed PRC PIC, see the delivery options and fees. **Note:** Delivery service is applicable only to professionals with CPD Undertaking.

1. Receive renewed PIC and sign on the releasing log sheet.