PROFESSIONAL REGULATION COMMISSION
REGISTRATION DIVISION

ONLINE RENEWAL OF PROFESSIONAL IDENTIFICATION CARDS (PIC)

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Go to www.prc-online.com @ prc.gov.ph. Follow instructions for online renewal application	prc-online at prc.govp.h website	10 minutes	Registered Professional	None	- email address - mobile number - personal data - ID photo in jpg format
2	Present printed renewal online claim slip and old Professional Identification Card (PIC) at Window 18	Receive online renewal claim slip; process and print PIC	2 minutes	Registration/Printing Officer	None	- Printed Online Renewal Claim Slip - Old PIC
3	Proceed to Window 19 for releasing of PIC and affix electronic signature	Release PIC, enter serial number and advise professional to sign on the electronic signature pad.	2 minutes	Registration /Releasing Officer	None	- Special Power of Attorney/Valid ID (If claim by representative
END OF TRANSACTION						

Note: Applicants for Professions requiring additional documents such as Certificate of Good Standing from Accredited Professional Organization (APO) , Surety Bonds, and CPD Certificates shall submit such documents.