# Application Form

**NOTICE:** This application must be filled out in INK and in the applicant's handwriting. All supporting documents shall become part of the records of the Commission. All applications must be filed PERSONALLY by the applicant.

### PART I - PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name(s)</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Maiden Surname (for married female only)

**Permanent Mailing Address** *(House no., Street, Village/Subd., Brgy., Town, Prov./City)*

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>RURBAN Code (Town/City, Prov)</th>
</tr>
</thead>
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</table>

**Gender**

- [ ] Male
- [ ] Female

**Citizenship**

- [ ] Filipino
- [ ] Others

**Contact Numbers** *(Landline & Mobile)*

**Email Address** *(optional)*

**Civil Status**

- [ ] Single
- [ ] Married
- [ ] Widower

**Date of Birth** *(mm/dd/yy)*

**Place Birth** *(City/Town, Prov.)*

**Spouse’s Name & Citizenship** *(optional)*

**Father’s Name & Citizenship** *(optional)*

**Mother’s Name & Citizenship** *(optional)*

**Have you ever been charged AND convicted by any court of justice/military tribunal or administrative body?**

- [ ] No
- [ ] Yes *(If yes, attach hereto a copy of the decision)*

### PART II - EDUCATIONAL INFORMATION

**Name of School**

**Address/Location of School**

**PRC School Code** *(Optional)*

**Degree/Course Obtained**

**PRC COURSE Code** *(Optional)*

**PRC Board Code** *(Optional)*

**Date Graduated** *(mm/dd/yy)*

**Place of Examination**

**Date Taken** *(mm/yy)*

**Rating** *(Passed/Failed/Conditional)*

### PART III - PREVIOUS PRC LICENSURE EXAMINATION/S TAKEN (Last Three Exams)

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Place of Examination</th>
<th>Date Taken (mm/yy)</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Exam No** *(optional)*

**Verified by** *(optional)*

**Status Codes** *(refer at the back)*

- [ ] 1) Examination Type *(Ex Code)*
- [ ] 2) Number of Times Taken *(NX Code)*

### Status Codes

**Review School/Center**

- [ ] Self-Review
- [ ] School-Based Review
- [ ] Others *(specify name)*

**I HEREBY CERTIFY** that the information and/or statements in this application including the supporting documents submitted in support thereof are all true and correct of my own knowledge, and that I am fully aware that any false information or statement in this application or its attachments shall render me liable for criminal prosecution and/or administrative sanction.

**Signature of Applicant**

**Date Accomplished** *(mm/dd/yy)*

**Right Thumbmark**

**Affidavit** *(if applicable)*

**Chairman/Member** *(if applicable)*

**Cashier** *(if applicable)*

**Issuing Officer** *(if applicable)*

**Administration of Oath is FREE** *(Office Order No.2009-377 & 2009-379 both dated September 3, 2009)*

**NOT FOR SALE**

**IMPORTANT:** FAILURE TO SUBMIT THIS APPLICATION FORM WITH THE REQUIRED DOCUMENTS SHALL MEAN NON-INCLUSION IN THE LIST OF EXAMINEES IN THE ROOM ASSIGNMENT AND FORFEITURE OF EXAMINATION FEES.

**PLEASE READ THE REQUIREMENTS, STEPS AND OTHER REMINDERS at the BACK**
I  M  P  O  R  T  A  N  T

1. Keep and bring your Notice of Admission with Official Receipt.

2. Bring pencils (No. 1 or 2), ballpen (with black ink only), one piece (1) big brown envelope, one long transparent plastic envelope.

3. Report to your school assignment before 6:30 a.m. on examination days. Late examinees will not be admitted. This will mean forfeiture of examination fee.

4. DO NOT BRING HOME THIS APPLICATION FORM. This Form MUST BE ACCOMPLISHED & SUBMITTED to the Application Division in order for your name to be included in the List of Examinees.

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**CHECKLIST OF REQUIREMENTS**

- NSO Birth Certificate
- NSO Marriage Contract (female married applicant)
- Transcript of Records with degree/course, exact date of graduation, Special Order (S.O) exemption/accr editation/deregulation status, SCANNED PICTURE and remarks “FOR BOARD EXAMINATION PURPOSES ONLY”
- Four (4) pcs Passport Size (1 1/2 x 1 1/2) colored pictures with full name tag

**Community Tax Certificate (cedula)**

- Any valid IDENTIFICATION CARD
- Affidavit of Competency (CPM)
- Certificate of Registration/PRC License (Nurse-Midwife, Ocular Pharm)
- Certificate of 1,000 Case Hours (Social Worker)
- Certificate of Experience (CPM, Env’tal Planner, Landscape Arch, Master Plumber)
- Certificate of Special Pharmacology Course (Ocular Pharmacology)
- Certificate of Employment (CPM, Env’tal Planner, Landscape Arch, Master Plumber)

**Certificate of Internship/OJT (Physician, Pharm, PT & OT, Dental Tech & Hygienist)**

- Certification of Good Moral Character [Agri (2), Crim (3), Fishery Tech (1), Forester (2), Lib.(2), Env’tal P. (1)]
- Certification of Mine and Mill Practice (Mining Engineer)
- Copy of Thesis - Title Page & Approval Sheet (Chemist)

**Daily Time Record (Pharmacist)**

- Detailed Description of Equipment (CPM)
- Diploma, Logbook, Mentor's PRC License, PTR & IAPOA (Architect)
- High School Diploma (RME)
- NBI Clearance (Arch, Chem Eng, CPA, Criminologist, Dentist, Dental Hygienist, Dental Technician, Vet Med, Guidance & Counselling)
- Police & Court Clearances (Criminologist)
- Record of Deliveries Handled (Midwife)
- Record of OR-DR Cases (Nurse)
- Refresher Course (CPA, Dentist, Med Tech PT & OT, Physician, Pharm, Opto)
- Summary of Related Learning Experience

**Others**

- CHED Permit/ Recognition for New Schools and / or New Programs

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**STEPS in APPLYING for LICENSURE EXAMINATION**

**STEP 1:** Secure Application Form at the Public Assistance Counter or download from www.prc.gov.ph

**STEP 2:** Fill-out Application Form then proceed to Customer Service Center for documentary stamp and Coop Store for the window mailing envelope with postage stamp.

**STEP 3:** Processing Counters (windows 5, 6, 7, 8) or other designated counters for evaluation and assessment.

**STEP 4:** Pay examination fee at the Cashier’s Counters (windows 1, 2, 3, 4) or other designated counters.

**STEP 5:** Accomplish the Permanent Examination and Registration and Record Card (PERRC) and Notice of Admission (NOA).

**STEP 6:** SUBMIT ALL DOCUMENTS at the Issuance Counters (windows 9, 10, 11, 12) or other designated counters.

**STEP 7:** Verify your school assignment at the PRC Office or visit www.prc.gov.ph 2-3 working days before the first day of exam.

**RURBAN CODES/SCHOOL CODES/COURSE CODES/BOARD CODES/STATUS CODES**

1. Refer to the MASTERLIST of ADDRESS/RURBAN CODES posted at the premises of the filing center for the CODES of the Town, City or Province of your Residence and Postal Address and Place of Birth. This is different from the ZIP CODE.
2. Refer to the MASTERLIST of SCHOOL CODES also posted at the filing center for the School/College/University and Location.
3. Refer to the MASTERLIST of COURSE CODES for the Course Code.
4. For STATUS CODES, use the following:

   a. EX CODE - Examination Type Code
      - Print “1” for Complete/First Timer
      - Print “2” for Repeaters
      - Print “3” for Removal/Conditioned
      - Print “4” for Theory Only
      - Print “5” for Practical Only
      - Print “6” for Prelims
      - Print “7” for Finals

   b. NX CODE - Number of Times Taken
      - Print “0” for None
      - Print “1” for Once
      - Print “2” for Twice... and so on

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