

TO BE ACCOMPLISHED
PERSONALLY BY THE
PROFESSIONAL



Republic of the Philippines
Professional Regulation Commission
Manila

REGISTRATION DIVISION

APPLICATION FOR PROFESSIONAL IDENTIFICATION CARD

- RENEWAL
- DUPLICATE
- REPRINT
- CHANGE OF NAME

Paste here
your recent
PASSPORT SIZE
colored picture in
white background with
complete name tag

NAME: _____, _____ Middle Name
Last Name First Name

PERMANENT MAILING ADDRESS: _____

DATE FILED: _____ PROFESSION: _____ EXAM DATE: _____

REGISTRATION DATE: (mm/dd/yy) _____ LICENSE NO: _____ EXPIRATION DATE: (mm/dd/yy) _____

CITIZENSHIP: (mm/dd/yy) _____ BIRTH DATE: _____ TEL. No./CP No. (mm/dd/yy) _____

This is to certify that all the information above are true and correct.

SIGNATURE OF LICENSEE

FOR PRC PROCESSING	
YLP FROM: _____ TO: _____ P/ _____	
SURCHARGE: _____ Amount: _____	O.R. No. : _____
TOTAL AMOUNT: _____ Date: _____	Issued by: _____
VERIFIED AND ASSESSED BY: _____	

PLEASE FILL OUT THIS CLAIM SLIP

ID CLAIM SLIP

ISSUED BY: _____

DATE FILED: _____

NAME:	AMOUNT
PROFESSION:	OR NO.
LICENSE NO.	DATE PAID
APPLICATION TYPE: <input type="checkbox"/> RENEWAL <input type="checkbox"/> DUPLICATE <input type="checkbox"/> REPRINT <input type="checkbox"/> CHANGE OF NAME	

Please present this slip to claim your professional ID on _____ at Window _____.

(NOTE: REPRESENTATIVE WITH PROPER IDENTIFICATION SHOULD PRESENT SPECIAL POWER OF ATTORNEY/AUTHORIZATION LETTER FROM THE REGISTERED PROFESSIONAL AND THIS ORIGINAL CLAIM SLIP.) FOR CONFIRMATION PLEASE CALL UP (02) 736-22-48.

PROCEDURES

Step 1. Present duly accomplished form together with the requirements at Assessment Windows
Window 16 Window 18

Step 2. Pay prescribed fees at the Cashier

Step 3. Get your claim slip at Windows 16, 18 and 30

Step 4. Claim your professional license as scheduled. Please refer to your claim slip for further instructions.

REQUIREMENTS

1. Duly accomplished form
2. Two (2) pcs passport size picture: close up, colored, white background with complete name tag
3. Photo/xerox copy of recent professional ID card
4. In case of **LOST** professional ID card which is still current, the applicant shall submit notarized **Affidavit of Loss**
5. In case of **DESTROYED** professional ID card, the applicant shall surrender the destroyed card

NOTE : As the authorized representative, I assume direct and full responsibility/liability for the security of the professional ID.

Signature over Printed Name of REPRESENTATIVE