PhilSys Registry Office

1. Registration to the Philippine Identification System (PhilSys)

This process involves the collection of demographic and biometric information of Citizen or resident aliens in the Philippines to the PhilSys. Subsequently, the collected information shall undergo deduplication and back-end validation to ensure the uniqueness of the identity of the applicant. Once validated, the applicant shall be issued a PhilSys Number (PSN). Upon successful registration and generation of the PSN, the Philippine Identification (PhilID) shall be printed and issued to the registered person.

Office or Division:	PhilSys Registry Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished one (1) PhilSys Registration Form with the following information in capital letters: ● Full Name ● Sex ● Date of Birth ● Place of Birth ● Blood Type ● Permanent Address ● Present Address ● Filipino or Resident Alien ● Marital Status (Optional) ● Mobile Number (Optional) ● Email Address (Optional)	1. PhilSys Registration Centers
2. At least one (1) identification document List of Acceptable Identification Documents Primary Documents: 1. Certificate of Live Birth AND one 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.	2. Government Agencies, Non-Government Organizations, Private entities, Academe, Local Government Unit (LGU) 1. Philippine Statistics Authority and other government agency; 2. Department of Foreign Affairs; 3. Government Service Insurance System or Social Security System; or 4. Land Transportation Office.

Alternative/Additional Documents:

1. Certificate of Live Birth;
2. Report of Birth;
3. Certificate of Foundling;
4. IBP Identification Card;
5. PRC ID;
6. Seaman's Book (Seafarer's Record Book);
7. OWWA ID;
8. Senior Citizen's ID;
9. SSS ID;
10. Pantawid Pamilyang Pilipino Program (4Ps) ID;
11. License to Own or Possess Firearms (LTOPF) ID;
12. NBI Clearance;
13. Police Clearance/ID;
14. Solo Parent's ID;
15. Person With Disability ID;
16. Voter's ID;
17. Postal ID;
18. Taxpayer Identification Number (TIN) ID;
19. PhilHealth ID;
20. Special Resident Retiree's Visa;
21. National ID from other countries;
22. Residence ID from other countries;
23. Professional Identification Card;
24. Civil Service Eligibility Card;
25. Dependent's ID;
26. Retiree's ID;
27. Conductor's License;
28. PVAO Pensioner's ID (Veteran or Dependent);
29. 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).

1. Philippine Statistics Authority (with Birth Reference Number) or National Statistics Office (with Birth Reference Number) or Local Civil Registry Office;
2. Philippine Statistics Authority;
3. Philippine Statistics Authority;
4. Integrated Bar of the Philippines;
5. Professional Regulation Commission;
6. Maritime Industry Authority;
7. Overseas Workers Welfare Administration;
8. Office of Senior Citizens Affairs and/or Local Government Unit;
9. Social Security System;
10. Department of Social Welfare and Development;
11. Philippine National Police;
12. National Bureau of Investigation;
13. Philippine National Police;
14. Department of Social Welfare and Development;
15. National Council of Disability Affairs or its regional counterpart, Office of the Mayor, Department of Social Welfare and Development Office and other participating organizations with a Memorandum of Agreement with the Department of Health;
16. Commission on Elections;
17. Philippine Postal Corporation;
18. Bureau of Internal Revenue;
19. Philippine Health Insurance Corporation;
20. Philippine Retirement Authority;
21. Issuing country;
22. Issuing country;
23. Maritime Industry Authority;
24. Civil Service Commission;
25. Armed Forces of the Philippines and Philippine National Police;
26. Philippine National Police/Philippine Coast Guard;
27. Land Transportation Office;
28. Philippine Veterans Affairs Office;
29. Maritime Industry Authority;
30. Tribal Affairs Office under the Office of the Mayor (if applicable);
31. National Commission on Indigenous Peoples/Tribal Leader of ICC/IP;
32. National Commission on Muslim Filipinos; or
33. Philippine Consulate General.

The following identification documents shall be accepted as Alternative/ Additional Documents provided that these have a front-facing photograph, signature or thumb mark, full name, permanent address and date of birth.	s
1. Employee ID; 2. School ID (for pre-school, elementary and secondary, signature or thumbmark of the ID owner is not required); 3. City/Municipal ID; 4. Barangay Clearance/Certificate (This shall contain a statement of the Barangay Chairman that he/she personally verified the applicant's residency and that the applicant has been residing there for at least six months prior to PhilSys registration.); 5. Barangay ID; 6. Voter's Certification; 7. Prison Record; or 8. Certificate of Detention.	1. Employer; 2. Academic Institutions; 3. Issuing City/Municipality; 4. Issuing Barangay; 5. Issuing Barangay; 6. Commission on Elections; 7. Bureau of Jail Management and Penology; or 8. Bureau of Jail Management and Penology or Philippine National Police.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished PhilSys Registration Form and present the identification and/or supporting document/s to the Screener.	1.1. Review the consistency of the information on the PhilSys Registration Form against the identification and/or supporting document/s presented. 1.2. Affix full name and signature in the PhilSys Registration Form and return the identification and/or supporting document/s to the applicant. 1.3. Assist the applicant to the Registration Kit Operator waiting area.	None	5 minutes	*Screener* PhilSys Registration Team (PRT)

2. Proceed to the Registration Kit Operator and present the PhilSys Registration Form and identification and/or supporting document/s.	2.1. Encode the demographic information of the applicant. 2.2 Review the consistency of the demographic information based on the submitted identification and/or supporting document/s. 2.3. Scan the identification and/or supporting document/s. 2.4. Capture the irises of the applicant. 2.5. Capture the 10 functional fingerprints of the applicant. 2.6. Capture the front-facing photograph of the applicant. **Note:** Biometric exceptions/forced capture will apply if there is a physical impossibility to capture a complete set of biometric information due to medical or physical disability or if the complete set does not meet the minimum threshold standards.	None None	5 minutes 4 minutes	*Registration Kit Operator* PhilSys Registration Team (PRT) *Registration Center Supervisor* PhilSys Registration Team (PRT)
3. Review and confirm the correctness of demographic and biometric information.	3.1. Confirm the correctness of demographic and biometric information.	None	3 minutes	*Registration Kit Operator* PhilSys Registration Team (PRT)

4. Affirm the collection of their data for PhilSys registration and other services.	4.1. Read and explain the Disclosure under Section 12 of the Data Privacy Act of 2012 as reflected in the PhilSys Registration Client System.	None	2 minutes	*Registration Kit Operator* PhilSys Registration Team (PRT)
None	4.2 Print the Transaction Slip.	None	1 minute	*Registration Kit Operator* PhilSys Registration Team (PRT)
5. Receive the identification and/or supporting documents and the printed Transaction Slip.	5. Return the identification and/or supporting documents and provide the Transaction Slip to the applicant.	None	1 minute	*Registration Kit Operator* PhilSys Registration Team (PRT)
None	5.2 Approve and upload data packet to the server.	None	2 minutes per data packet	*Registration Center Supervisor* PhilSys Registration Team (PRT)
TOTAL:		**None**	**23 minutes**	

If there is no possible duplicate:			
TOTAL processing time of PhilSys Registration if the delivery address is within Luzon, Visayas, or Mindanao:	**None**	**12 Working days, 2 hours, and 9 minutes**	
TOTAL processing time of PhilSys Registration if the delivery address is in remote and far-flung areas:	**None**	**35 Working days, 2 hours, and 9 minutes**	
If there is a potential duplicate:			
TOTAL processing time of PhilSys Registration if the delivery address is within Luzon, Visayas, or Mindanao:	**None**	**12 Working days, 2 hours, and 46 minutes**	
TOTAL processing time of PhilSys Registration if the delivery address is in remote and far-flung areas:	**None**	**35 Working days, 2 hours, and 46 minutes**	

2. Issuance of ePhilID (Printed) at PhilSys Registration Center

Issuance of the ePhilID is a proactive strategy of the Philippine Statistics Authority that allows registered persons to immediately enjoy the benefits of the PhilID, such as better access to public and private services. Registered persons with available PhilSys Number may avail of the ePhilID issuance in their preferred PhilSys Registration Center.

The ePhilID has the same functionality and validity as the PhilID card. For every PhilSys registered person, a physical PhilID card is allocated. Hence, registered persons will still receive their PhilID card even if they have already claimed their ePhilID.

Office or Division:	PhilSys Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. A printed or electronic copy of the Transaction Reference Number (TRN) or transaction slip bearing the name of the client.	1. Any selected PhilSys Registration Centers and mobile teams.
2. Appointment Reference Number	https://trn-verifier.philsys.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the link https://trnverifier.philsys.gov.ph/ and encode the 29digit TRN to check the availability of the PSN/ ePhilID.	1.1 Provide the status of the availability of the PSN/ ePhilID.	None	2 minutes	None **Note:** This process is being performed by the system.
2. Once verified, schedule an appointment at the preferred PhilSys Registration Center and save a screenshot or print the appointment Slip together with the ARN	2.1. Provide the appointment slip together with the ARN.	None	2 minutes	None **Note:** This process is being performed by the system.
3. Arrive at the PhilSys Registration Center and proceed to the Screening Area.	3.1. Receive the requesting party. 3.2. Ask the requesting party to present a physical or digital copy of the transaction slip. **Note**: In the absence of the TRN, the Screener shall advise the requesting party to wait for the delivery of the PhilID.	None	2 minutes	*Screener* PhilSys Registration Team (PRT)

4. Present a copy of the transaction slip.	4.1. Confirm if the requesting party is the owner of the transaction slip and if he/she received his/her PhilID. **Note:** If the requesting party is an authorized representative of the owner of the transaction slip, request him/her to present an authorization letter or a birth/marriage certificate as proof of relationship, if applicable.	None	2 minutes	*Screener* PhilSys Registration Team (PRT)
5. Proceed to the Registration Kit Operator Station and present the transaction slip.	5.1. Encode the 29-digit TRN. 5.2. Search the availability of the requesting party's ePhilID. **Note:** Requesting parties without available ePhilID shall be required to fill out the prescribed TRN log sheet. The information provided through the log sheet shall be used to inform the registered person once his/her ePhilID becomes available. 5.3. Verify the identity by comparing the face of the requesting party and the front-facing photograph displayed on the screen. **Note:** In case of any discrepancy, request to present identification and/or supporting documents. 5.4. Download the PDF file. 5.5. Enter the eight - character password (first four letters of the first name and year of birth) to open the PDF file.	None	5 minutes	*Registratrion Kit Operator* PhilSys Registration Team (PRT)

	5.6. Scan the QR code using https://verify.philsys.gov.ph to check the consistency between the demographic information and embedded photo in the QR code and the ePhilID. 5.7. Print the ePhilID. 5.8. Read the reminders written at the bottom part of the printed ePhilID.			
6. Receive the printed ePhilID and transaction slip.	6.1. Issue the printed ePhilID and return the transaction slip. 6.2. Keep a record of TRNs from all issued and/or unissued ePhilID transactions in the log sheet.	None	2 minutes	*Registratrion Kit Operator* PhilSys Registration Team (PRT)
None	6.3 Permanently delete the softcopy of the downloaded ePhild at the end of operational hours.	None	2 minutes	*Registratrion Kit Operator* PhilSys Registration Team (PRT)
TOTAL:		**None**	**17 minutes**	