



## INSTRUCTIONS

1. This form shall be used in applying for initial or replacement UMID card.
2. Fill out this form in one (1) copy without erasures and alterations.
3. Place a checkmark on the applicable box.
4. Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
5. Present identification document/s.
  - a. Any one (1) of the following primary documents:
    - Driver's License
    - Professional Regulation Commission (PRC) card
    - Passport
    - Seaman's Book
  - b. In the absence of the primary documents, submit **any two (2)** of the following secondary documents, one of which with signature and photo:
    - Postal ID
    - Marriage Contract
    - School or Company ID
    - NBI Clearance
    - Taxpayer's Identification Number (TIN) card
    - Pag-IBIG Member's Data Form
    - Membership Card issued by private companies
    - Permit to Carry Firearms issued by the Firearms & Explosive Unit of PNP
    - Overseas Worker Welfare Administration Card
    - PHIC Member's Data Record
    - Senior Citizen Card
    - Police Clearance
    - Voter's Identification Card/Affidavit/Certificate of Registration
    - Seafarer's Registration Certificate issued by the Philippine Overseas Employment Authority (POEA)
    - ATM card
    - Temporary License issued by Land Transportation Office (LTO)
    - with cardholder's name
    - Transcript of School Records
    - with certification from bank, if without name
    - Credit card
    - Alien Certificate of Registration
    - Fisherman's Card issued by the Bureau of Fisheries and Aquatic Resources (BFAR)
    - Bank Account Passbook
    - GSIS Card/Member's Record/Certificate of Membership
    - Certificate from:
      - Office of the Southern/Northern Cultural Communities
      - Office of Muslim Affairs
    - ID Card issued by LGUs (e.g. Barangay/ Municipal/City)
    - Certificate of Licensure/Qualification Documents/Seafarer's ID & Record Book from Maritime Industry Authority
    - ID Card issued by professional association recognized by PRC
    - Certificate of Naturalization from the Bureau of Immigration
    - Permanent Residency ID
    - Life Insurance Policy
    - Birth Certificate
    - Birth/Baptismal certificate of child/ren or its equivalent

6. Fill out appropriate items in the following format:

a. **Items 1, 5a and 5b**

Example: **Juan Andres Gregorio Toralba III** will be entered as:

1. NAME	(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
TORALBA	JUAN ANDRES	GREGORIO	III	

b. **Item 1 (For Married Female)**

Example: **Anna Maria Dela Cruz Santos** at birth and married name is **Anna Maria Roman** will be entered as:

1. NAME	(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
ROMAN	ANNA MARIA	SANTOS		
MAIDEN NAME	(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
(IF MARRIED FEMALE) SANTOS	ANNA MARIA	DELA CRUZ		

c. **Item 6**

Example: **837 Akle St., Barangay Claro, Project 2, Quezon City 1102** will be entered as:

6. HOME ADDRESS	(RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK. NO.)	(STREET NAME)	(SUBDIVISION)
837		AKLE ST.		
(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE/STATE)	ZIP CODE	COUNTRY CODE
BARANGAY CLARO, PROJECT 2	QUEZON CITY	METRO MANILA	1   1   0   2	PHL

**Indicate the permanent address** rather than the temporary mailing address. For example, if with permanent residence in the province but working or staying in Metro Manila during weekdays, indicate the provincial address instead of the Metro Manila address.

7. Write the "Height" in centimeters and "Weight" in kilograms.  
To convert: 1 ft = 30.38 cm                      1 lb = 0.4536 kg  
                  1 in = 2.54 cm
8. In **item 11**, limit the distinguishing features to those that can be found on the face such as "mole under the right eye" and "mole or birth mark on the left cheek/forehead".
9. **For card replacement**, pay the required fee at any SSS branch office/accredited bank/collecting agent and submit this form together with the required document/s and validated Miscellaneous Payment Form or Special Bank Receipt (SBR) with Miscellaneous Payment Form to the nearest SSS branch office.
10. **For card replacement due to amendment of data/authenticating finger**, submit the previously issued SSS or UMID card.