



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**UNIFIED MULTI-PURPOSE ID (UMID)**  
**CARD APPLICATION**

IDC-01408 (05-2019)

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT [www.sss.gov.ph](http://www.sss.gov.ph)  
 PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE ACCOMPLISHING THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

**PART I - TO BE FILLED OUT BY CARD APPLICANT**

**A. CARD APPLICANT DATA**

**TYPE OF CARD APPLICATION**

INITIAL ENROLLMENT     CARD REPLACEMENT  
      Replacement of Lost Card     Amendment of Name     Amendment of Demographic Data     UMID Card as ATM Card  
      Replacement of Damaged Card     Amendment of Facts of Birth     Amendment of Authenticating Finger     Others \_\_\_\_\_

SS NUMBER: \_\_\_\_\_ COMMON REFERENCE NUMBER (CRN) (IF ANY) \_\_\_\_\_ SBR/RECEIPT NUMBER/TRANSACTION REFERENCE NUMBER (IF ANY) \_\_\_\_\_

**1. NAME**

(LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (MIDDLE NAME) \_\_\_\_\_ (SUFFIX) \_\_\_\_\_

**2. FACTS OF BIRTH**

DATE OF BIRTH (MMDDYYYY) \_\_\_\_\_ PLACE OF BIRTH (CITY/MUNICIPALITY) \_\_\_\_\_ (PROVINCE/STATE) \_\_\_\_\_ (COUNTRY) \_\_\_\_\_ SEX  
 MALE     FEMALE  
 FATHER'S NAME (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (MIDDLE NAME) \_\_\_\_\_ (SUFFIX) \_\_\_\_\_  
 MOTHER'S MAIDEN NAME (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (MIDDLE NAME) \_\_\_\_\_ (SUFFIX) \_\_\_\_\_

**3. DEMOGRAPHIC DATA**

HOME ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME or HOUSE/LOT NO. & BLK NO.) \_\_\_\_\_ (STREET NAME) \_\_\_\_\_ (SUBDIVISION) \_\_\_\_\_  
 (BARANGAY/DISTRICT/LOCALITY) \_\_\_\_\_ (CITY/MUNICIPALITY) \_\_\_\_\_ (PROVINCE) \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY CODE \_\_\_\_\_  
 CIVIL STATUS  SINGLE  MARRIED  WIDOWED  ANNULLED/DIVORCED  LEGALLY SEPARATED    HEIGHT (IN CENTIMETERS) \_\_\_\_\_ WEIGHT (IN KILOGRAMS) \_\_\_\_\_ DISTINGUISHING FEATURE/S \_\_\_\_\_

**4. OTHER CARD APPLICANT DATA**

TELEPHONE NUMBER (AREA CODE + TEL NO.) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ ARE YOU A PENSIONER?  
 Yes     No, have you filed & qualified for pension?  
 MOBILE NUMBER \_\_\_\_\_  Yes  
 No

**5. OPTION FOR UMID CARD AS ATM CARD OR REGULAR UMID CARD**

REGULAR UMID CARD     UMID CARD AS ATM CARD (BANK NAME) \_\_\_\_\_ (BANK BRANCH) \_\_\_\_\_

**B. DECEASED MEMBER DATA (if Card Applicant is Surviving Spouse)**

SS NUMBER/CRN OF DECEASED MEMBER \_\_\_\_\_ NAME OF DECEASED MEMBER (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (MIDDLE NAME) \_\_\_\_\_ (SUFFIX) \_\_\_\_\_

**C. CERTIFICATION, DATA PRIVACY CONSENT AND AUTHORIZATION**

- I certify that the information provided are true and correct.
- I hereby consent to:
  - the collection, data capture, storage, biometric matching and the retention of my personal data for the generation/updating of my CRN, card production and delivery, further processing and payment of my loans and SSS benefits;
  - sharing of these data with SSS service providers to carry out the purposes stated above; and
  - disposal of this application in the manner consistent with the Data Privacy Act.
- I trust that all these data shall be kept confidential by SSS and its service providers and my bank.
- I further give my consent to SSS to share necessary data with my chosen bank for the generation of bank account number, crediting of loan and benefit proceeds to the account number and payment of said loan and benefit proceeds. For this purpose, I consent for the sharing of my bank account number with SSS.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

If card applicant cannot sign, affix fingerprints.

Witnesses to fingerprinting (To be accomplished by SSS receiving personnel):



PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

BRANCH AND DESIGNATION \_\_\_\_\_

**PART II - TO BE FILLED OUT BY SSS AND DATA CAPTURE OPERATOR**

RECEIVED AND SCREENED BY	DATA CAPTURED BY
SIGNATURE OVER PRINTED NAME _____	SIGNATURE OVER PRINTED NAME _____
DATE & TIME _____	DATE & TIME _____
SSS BRANCH _____	DESIGNATION _____

Perforate Here



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**UNIFIED MULTI-PURPOSE ID (UMID) CARD APPLICATION**  
**ACKNOWLEDGEMENT STUB**

SS NUMBER/CRN \_\_\_\_\_ NAME (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (MIDDLE NAME) \_\_\_\_\_ (SUFFIX) \_\_\_\_\_

RECEIVED AND SCREENED BY	DATA CAPTURED BY
SIGNATURE OVER PRINTED NAME _____	SIGNATURE OVER PRINTED NAME _____
DATE & TIME _____	DATE & TIME _____
SSS BRANCH _____	DESIGNATION _____

**INSTRUCTIONS**

- Fill out this form in one (1) copy.
- Erasures/alterations are not encouraged. However, if necessary, such will be limited up to two (2) erasures/alterations only. Always affix initials on all erasures/alterations of this form.
- Place a checkmark on the applicable box.
- Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
- Indicate the home address. If permanent home address is in the province but working in Metro Manila during weekdays or working abroad, indicate the provincial address instead of the Metro Manila address.
- Write the "HEIGHT" in centimeters and "WEIGHT" in kilograms.  
To convert: 1 ft = 30.48 cm      1 in = 2.54 cm      1 lb = 0.4536 kg
- 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".
- Always indicate the following **mandatory** information:
  - Country of place of birth, if born outside the Philippines
  - Mobile number, if applied locally\*
  - Email address, if applied abroad\*

\* if card applicant cannot provide the required mobile number/email address, indicate the card applicant's immediate family member's mobile number/email address where SSS can communicate with the card applicant.
- For all types of card replacement**, pay the required fee at any SSS branch office/accredited bank/collecting agent. Write the Special Bank Receipt (SBR)/Receipt Number/Transaction Reference Number on the field provided and submit this form together with the required document/s and proof of payment to the nearest SSS branch office.
- For card replacement due to unclaimed UMID cards beyond five (5) years**, a replacement fee and biometric data re-capture is required.
- Submit this form to the nearest SSS branch with the following required documents (use the table Documentary Requirements Guide).

DOCUMENTARY REQUIREMENTS GUIDE	
<p><b>IDENTIFICATION REQUIREMENTS (Present the original)</b></p> <p><b>A. Primary ID card/document [any one (1) of the following]:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Unified Multi-Purpose ID Card</li> <li><input type="checkbox"/> 2. Social Security Card</li> <li><input type="checkbox"/> 3. Alien Certificate of Registration</li> <li><input type="checkbox"/> 4. Driver's License</li> <li><input type="checkbox"/> 5. Firearm Registration</li> <li><input type="checkbox"/> 6. License to Own and Possess Firearms</li> <li><input type="checkbox"/> 7. National Bureau of Investigation (NBI) Clearance</li> <li><input type="checkbox"/> 8. Passport</li> <li><input type="checkbox"/> 9. Permit to Carry Firearms Outside of Residence</li> <li><input type="checkbox"/> 10. Postal Identity Card</li> <li><input type="checkbox"/> 11. Seafarer's Identification &amp; Record Book (Seaman's Book)</li> <li><input type="checkbox"/> 12. Voter's ID Card</li> </ul> <p><b>B. Any two (2) other ID cards/documents, both with signature and at least one (1) with photo (In absence of a primary card). Please specify.</b></p> <p><input type="checkbox"/> _____</p> <p>_____</p>	<p><b>DOCUMENTARY REQUIREMENTS (Submit the original)</b></p> <p><b>A. For card replacement due to amendment of data/authenticating finger)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Previously issued SS digitized ID or UMID card of the card applicant</li> <li><input type="checkbox"/> Proof of payment</li> </ul> <p><b>B. For card replacement due to lost SS digitized ID or UMID Card</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duly notarized Affidavit of Loss</li> <li><input type="checkbox"/> Proof of payment</li> </ul> <p><b>C. For card replacement due to non-receipt of UMID Card</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duly notarized Affidavit of Non-Receipt of Card</li> <li><input type="checkbox"/> Notice/Email from Identity Management Department (IMD) that the courier lost/was not able to deliver the UMID Card</li> <li><input type="checkbox"/> Proof of payment</li> </ul> <p><b>D. For card replacement due to damaged UMID Card, UMID Card as ATM Card and other reason/s</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of payment</li> </ul>

- Observe proper attire when applying for a UMID card.

DOs	DONTs
<ul style="list-style-type: none"> <li>▪ Collared shirt/blouse is encouraged</li> <li>▪ Face and neck should be free from bandage or accessories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wearing of the following:                             <ul style="list-style-type: none"> <li>a. For Male - undershirt/"sando" and/or earrings</li> <li>b. For Female - dangling or overstated earrings</li> <li>c. Eyeglasses and/or colored contact lenses</li> </ul> </li> <li>d. Metal piercing in any part of the face</li> <li>e. Head gear</li> <li>f. Sunglasses</li> </ul>

**REMINDERS**

- Card applicants who chose to enroll their UMID Card as ATM card at point of card application shall claim the same at the specified bank's branch or kiosk within thirty (30) days upon receipt of SMS notification from SSS.
- For regular UMID Card, the default mode of issuance is pick-up at the SSS branch office where card application was made.
- UMID Cards for pick-up at SSS Offices where card application was filed, shall be claimed within sixty (60) days from receipt of SMS notification from SSS. Otherwise, unclaimed UMID Cards within the 60-days claiming period shall be verified thru IMD or SSS hotline. Unclaimed UMID Cards beyond five (5) years shall be shredded or destroyed.
- To verify the status of your UMID Card application, you may reach us at 920-6401 local 5714 or email at sss\_id@sss.gov.ph.
- Card applicants shall be required to verify the status/availability of their UMID Cards if with change of mobile number after the card application was made or non-receipt of SMS notification from SSS within thirty (30) days from card application.
- Unsuccessfully delivered UMID Cards (RTS) will be sent to the SSS branch office where biometric data capture was made.