



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 18CRS01-13108

MEMORANDUM CIRCULAR No. 2019- 16

TO : ALL PSA OFFICIALS AND EMPLOYEES
ALL CITY/MUNICIPAL CIVIL REGISTRARS
ALL BREQS PARTNERS/ USERS/INSTITUTIONS/ESTABLISHMENTS
WITH EXISTING MEMORANDUM OF AGREEMENT WITH THE PSA

SUBJECT : Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/ Certifications from the PSA

DATE : 11 June 2019

With reference to **PSA Office Memorandum 2017-050 dated 17 April 2017** (Release of Certificate of Death, Certificate of Marriage, Certificate of No Marriage (CENOMAR) and Advisory on Marriages) **PSA Memorandum Circular 2017-09 dated 19 June 2017** (Issuance of Original and Certified True Copy of Certificate of Live Birth, Certificate of Marriage and Certificate of Death) and in compliance with Rule IV of the Implementing Rules and Regulations of **Republic Act 10173** (Data Privacy Act of 2012), the presentation of valid identification (ID) cards/identity documents of the document owners in the issuance of civil registry documents/certifications at all PSA Serbilis Outlets, LGU-BREQs Partners and other PSA-authorized institutions/establishments must be strictly implemented.

Likewise, authorized representative must also be required to present the original and photocopy of the ID of the document owner aside from the presentation of authorization letter/Special Power of Attorney. Moreover, the requesting party/authorized representative must also show the original and shall provide a photocopy of his/her ID (front and back) to the PSA. All IDs/identity documents to be presented by the document owner/requesting party/authorized representative shall bear his/her CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE and issued by an official authority. This is to ensure that the document owner/requesting party/authorized representative is properly identified and eligible to receive the document being requested.

In this connection and for purposes of uniform implementation and compliance across all PSA Serbilis Outlets, LGU-BREQs Partners and other PSA-authorized institutions/establishments nationwide, below is the list of valid IDs that are acceptable for the issuance, of birth/marriage/death documents, and CENOMAR/Advisory on Marriage including authentication of civil registry documents:

LIST OF VALID IDS/IDENTITY DOCUMENTS

- 1) Philippine Passport issued by the Department of Foreign Affairs (DFA)
- 2) Driver's License issued by the Land Transportation Office (LTO)
- 3) Professional Regulations Commission (PRC) ID
- 4) Integrated Bar of the Philippines (IBP) ID
- 5) Government Service Insurance System (GSIS) Unified Multi-Purpose ID/eCard



Management System
ISO 9001:2015

www.tuv.com
ID 9108840991



PSA Complex, East Ave., Diliman, Quezon City, Philippines 1101
Telephone: (632) 938-5267
www.psa.gov.ph

MEMORANDUM CIRCULAR

Re: Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/ Certifications from the PSA

- 6) Social Security System (SSS) Unified Multi-Purpose ID
- 7) Home Development Mutual Fund (Pag-IBIG) Transaction/Loyalty Card
- 8) Voter's ID issued by the Commission on Elections (COMELEC)
- 9) Postal ID issued by Philippine Postal Corporation (PhilPost)
- 10) Senior Citizen's ID Card issued by the Office of Senior Citizens Affairs (OSCA) and/or local government units (LGUs)
- 11) OFW ID issued by the Department of Labor and Employment (DOLE)
- 12) Overseas Workers Welfare Administration (OWWA) ID
- 13) Seaman's/Seawoman's Book issued by the Maritime Industry Authority (MARINA)
- 14) Diplomat/Consular ID issued by the Philippine Embassy
- 15) National Bureau of Investigation (NBI) Clearance
- 16) Philippine National Police (PNP) ID/Police Clearance
- 17) Department of Social Welfare and Development (DSWD) Certification/4Ps ID
- 18) Barangay ID/Certification with picture and signature
- 19) Person with Disability (PWD) ID issued by the National Council on Disability Affairs (NCDA) or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD Office and other participating organization with Memorandum of Agreement with the Department of Health (DOH)
- 20) IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including Government Owned and Controlled Corporations (GOCCs)
- 21) IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor and Vice Mayor)
- 22) Tax Identification Card (TIN) with picture and signature issued by the Bureau of Internal Revenue
- 23) School/Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the Department of Education (DepEd) or Commission on Higher Education (CHED) signed by the principal or head of the academic institution
- 24) Company IDs issued by private entities or institutions registered with, supervised or regulated by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC)
- 25) For foreign nationals, passport issued by foreign governments AND any of the following:
 - a) Alien Certification of Registration (ACR I-card);
 - b) Immigrant Certificate of Registration;
 - c) Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority.

For guidance and strict compliance.



CLAIRE DENNIS S. MAPA, Ph. D.

Undersecretary

National Statistician and Civil Registrar General



DAAS/RCT/HPP/TPK