

Department of Transportation
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

06 September 2021

NHQ-PCG/ CGAO

**MEMORANDUM CIRCULAR
NUMBER 03-21**

PCG IDENTIFICATION (ID) CARD SYSTEM

I. REFERENCES:

- a. Republic Act 9993 "Philippine Coast Guard Law of 2009
- b. Executive Order Nr 420, series of 2005 re Unified Multi-Purpose Identification (UMID) System and its Implementing Rules and Regulations (IRR) as amended by E.O. 700, series of 2007
- c. HPCG/CGAO Circular Nr 09-08 dated 27 August 2008 "PCG Identification (ID) Card System
- d. HPCG/CGAO Standard Operating Procedure 03-12 dated 11 April 2012
- e. AFPRG 121-245 dated 20 October 2014 "AFP Identification Card (AFPIC) System

II. PURPOSE:

a. To regulate the issuance of identification cards to authorized PCG personnel, Probationary Ensigns, Candidate Coast Guard Non-Officers, retirees, their dependents, legal beneficiaries, non-uniformed personnel and PCGA.

b. To provide peculiar features in the PCG ID Card for easy identification of the bearer and distinction from other government and civilian entities, as well as for resistance to fraud, tampering, counterfeiting and exploitation.

III. GENERAL:

a. The PCG ID Card is an identity document (ID) issued by the Philippine Coast Guard (PCG) to active Coast Guard personnel, Coast Guard Probationary Ensigns, retired Coast Guard personnel, direct dependents, legal beneficiaries, non-uniformed personnel and PCGA.

b. The PCG ID System covers the preparation, procurement, processing, issuance, use, accounting for and disposal of PCG ID Card.

c. The PCG ID System is directly connected with records management system. Hence, no ID shall be issued without complete documentation.

IV. DEFINITION OF TERMS:

a. Active Service – service rendered as a Commissioned Officer, Non-Commissioned Officer, Probationary Officer, trainee or draftee in the PCG and service rendered by him/her as a civilian official or employee in the Philippine Government prior to the date of his/her separation or retirement from the PCG, for which uniformed and/or civilian service he/she shall have received pay from the Philippine Government, and/or such others as may hereafter be prescribed by law as active service.

b. Candidate Coast Guard Non-Officer (CCGNO) – for the purpose of this policy, shall refer to an individual who is a graduate of the Coast Guard Non-Officer Course (CGNOC) and is already employed in the active service and waiting for the issuance of order for enlistment in the PCG service.

c. Direct Dependents – refers to the legitimate spouse, unmarried children below twenty one (21) years of age and children above twenty one (21) who are suffering from congenital physical or mental disability and who are living with their parents and totally dependent on them for support; and parents sixty (60) years old or above; or if the PCG personnel is unmarried and without any child, the parents regardless of age; provided that if the parents are still below sixty (60) years old, they must be indigent. Provided further that for the purposes of this Circular, the parents shall be considered indigent if their aggregate income from all sources is inadequate for daily sustenance or places them in the class of those below the poverty line based on the figure released by the appropriate government agency.

d. Hologram - a photograph of an interference pattern which, when suitably illuminated, produces a three-dimensional image.

e. Identity Document (ID) – any document which may be used to verify a person's identity.

f. Legal Beneficiary(ies) – dependents of the deceased PCG personnel from the active service and/or retired/ honorably separated from the service who are declared as legal beneficiary(ies) per existing supporting document(s), record(s) and/or through affidavit designating them as such officially by the Office of the Coast Guard Legal Service.

g. Magnetic Strip Card (Magstrip) – sometimes called swipe card, read by physical contact and swiping past a magnetic reading head. A type of card capable of storing data by modifying the magnetism of tiny iron-based magnetic particles on a band of magnetic material on the card.

h. Non-Uniformed Personnel – appointed non-uniformed personnel in the PCG, regardless of status of employment such as regular, casual, emergency or contractual.

i. PCG Biometrics ID System – refers to the automatic identification or identity verification of PCG ID cardholders using their demographic data and physiological characteristics such as finger prints, facial photo and signature.

j. PCG Personnel – are Commissioned Officers and non-commissioned officers in the active service of the PCG, including those cadets and cadettes, CCGOs and CCGNOs undergoing both academic instructions and Coast Guard training within a prescribed period, both locally and abroad.

k. PCGA – non-government volunteer organization created by and under the supervision of PCG to assist in the implementation of PCG mission and mandated functions as provided under R.A. 9993.

l. Probationary Ensigns (P/ENS) – personnel undergoing a probationary training or its equivalent for possible call to active duty (CAD) in the PCG.

m. PhilSys Number (PSN) - a 12-digit number contained in the Philippine national ID that is unique and permanent identification number assigned to each eligible cardholder either upon birth or registration in the PhilSys.

n. Quick Response (QR) Code - a two-dimensional version of the barcode, typically made up of black and white pixel patterns, and is capable of storing data that allow the user to access information instantly when scanned.

o. Renewal – term used when a new PCG ID card will be issued due to expiration and/or change of personal details (i.e. change of surname, rank, etc) of the card holder.

p. Replacement – term used when a new PCG ID card will be issued due to loss or damage.

q. Retired CG Personnel – those who have reached the compulsory or optional retirement from the PCG service.

r. Retired Personnel's Direct Dependents – dependents of retired Officers and non-officers of the PCG such as legitimate spouse, unmarried children below twenty one (21) years of age and children above twenty one (21) who are suffering from congenital physical or mental disability and who are living with their parents and totally dependent on them for support.

V. POLICIES:

a. The PCG shall adopt a tamper-evident, colored photo ID cards for the authorized PCG personnel, P/ENS, retirees and their dependents, non-uniformed personnel and PCGA.

b. The PCG ID card is property of the Philippine Coast Guard and shall be in the personal custody of the member and authorized personnel at all times.

c. The PCG ID card shall be free of charge for active PCG uniformed and non-uniformed personnel.

d. The surface of the PCG ID card shall not be amended, modified or overprinted by any means. No stickers or any adhesive materials shall be placed on either side of the card.

e. The following security features shall be incorporated in the PCG ID card:

- 1) A magnetic strip capable of storing data.
- 2) QR Code for quick identification verification.
- 3) Hologram bearing the PCG logo.

f. A magnetic reading head shall be deployed at the gates of PCG installations to check the authenticity of the ID cards of the people entering. Meanwhile, the QR Code may be verified via mobile app created for the purpose.

g. The magnetic strip and QR Code shall exhibit the rank, name, serial number and photo of the cardholder when verified.

h. Direct dependents, retired personnel, legal beneficiaries and PCGA applying for new ID card and/or renewal or replacement of ID card shall be charged of the amount based on the prevailing operating/market cost.

i. Expiration date of issued PCG ID Card which is good for three (3) years will be based on the following, to wit:

- | | |
|---|--|
| 1) Active Officers and their dependents | Time in Grade/ promotion/
birthdate |
| 2) Active Non-Officer
and their dependents | ETE/ promotion |
| 3) P/ENS and their dependents | Inclusive of training period |
| 4) Non-Uniformed Personnel | Date of appointment |
| 5) PCGA | Date of appointment |

j. Validity of PCG ID Card for retirees and their dependents shall be five (5) years and will be based on the date of retirement.

k. PCG ID Cards will be issued/ renewed under the following conditions:

- 1) Upon entry into the service/ appointment/ designation/ re-assignment
- 2) Upon promotion/ demotion
- 3) Upon expiration of PCG ID card
- 4) Upon change of marital status
- 5) In case of loss or damage

l. In case the PCG ID card is lost or damaged, an application fee based on the prevailing operating/market cost shall be charged to active PCG uniformed and non-uniformed personnel.

m. The Coast Guard Adjutant and the District Commanders are the duly authorized officials to authenticate/ sign all PCG ID cards, except for the ID cards issued to PCGA which shall be authenticated and issued by the DCS for CRS, CG-7.

n. The Coast Guard Adjutant shall implement a permanent ID Card numbering system wherein an ID number assigned to an individual shall not be changed or assigned to other individuals, and in case of renewal, the same number shall be carried in the new ID Card, except for PCGA ID Card which shall be monitored and controlled by the DCS for CRS, CG-7.

PCG ID cards issued by the O/CGA and PCG Districts shall be serialized in letter and number code as follows: "CG" which stands for Coast Guard and the last two digits of the year when the ID card was issued; followed by second digit letter code: "O" for Officers in the active service, "RO" for retired Officers, "NO" for non-officers in the active service, "RN" for retired non-officers; "NU" for non-uniformed personnel; "DD" for direct dependents, and "LB" for legal beneficiaries; and followed lastly by eight-digit number code, which will be the permanent ID number of personnel, to be written as follows:

- 1) *For Officers in the active service:* start the number code with the last two digits of the year when the Officer entered the service followed by zero as filler and the last digits representing the Officer's serial number.

For example: CG21-O-08000546

- 2) *For non-officers in the active service:* start the number code with the last two digits of the year when the non-officer entered the service followed by the digits representing the non-officer's serial number.

For example: CG21-NO-07004558

- 3) *For retired Officers:* start the number code with the last two digits of the year of retirement from the service followed by zero as filler and the last digits representing the Officer's serial number.

For example: CG21-RO-21000094

- 4) *For retired non-officers:* start the number code with the last two digits of the year of retirement from the service followed by the digits representing the non-officer's serial number.

For example: CG21-RN-19733107

- 5) *For non-uniformed personnel:* start the number code with the last two digits of the year of appointment in the service followed by zero as filler and the last digits representing the non-uniformed personnel employment sequence number issued by the Coast Guard Civilian Affairs Service.

For example: CG21-NU-19000188

- 6) *For direct dependents of Officers in the active service:* start the number code with the last two digits of the year when the Officer entered the service followed by zero as filler and the last digits representing the Officer's serial number and ended by the number sequence of direct dependents.

For example: CG21-DD-08000546-1

- 7) *For direct dependents of non-officers in the active service:* shall be serialized following the format for the direct dependents of Officers in the active service.
- 8) *For direct dependents of retired uniformed personnel:* shall be serialized following the format for direct dependents of personnel in the active service except for the start of the number code which represents the last two digits of the year of retirement from the service.
- 9) *For legal beneficiaries of uniformed personnel:* shall be number-coded following the format for direct dependents starting with the last two digits of the year of posthumous retirement/separation from the service followed by the personnel's serial number and ended by the number sequence of legal beneficiaries.

For example: CG21-LB-20000546-1

o. ID numbering for Probationary Ensigns and CCGNOs, pending their Commissionship and Enlistment, respectively, in the Service shall be serialized as follows:

- 1) *For Probationary Ensign:* "CG" which stands for Coast Guard and the last two digits of the year when the ID card was issued; followed by second digit letter code "PE" and followed lastly by eight-digit number code, which starts with the last two digits of the year when the Probationary Ensign entered the service followed by zero as filler and lastly the digits representing the P/ENS serial number.

For example: CG21-PE-19001373

- 2) *For CCGNOs:* "CG" which stands for Coast Guard and the last two digits of the year when the ID card was issued; followed by second digit letter code "CNO" and followed lastly by eight-digit number code, which starts with the last two digits of the year when the CCGNO entered the service followed by zero as filler and lastly the digits representing the CCGNO serial number.

For example: CG21-CNO-20017514

p. The PCG ID cards shall be authenticated by the following duly authorized Officers to make it valid in transacting all kinds of business:

- 1) Coast Guard Adjutant – all Flag Officers and their dependents; all uniformed personnel and non-uniformed personnel assigned in units within Manila-Cavite area who are not under the operational and administrative control of CG Districts.
- 2) District Commanders – all uniformed personnel with the rank of O-6 and below and non-uniformed personnel under the District’s operational and administrative control.
- 3) DCS for CRS, CG-7 – all members of the PCG Auxiliary
- 4) Direct dependents and legal beneficiaries of uniformed personnel may opt to request their PCG ID cards at O/CGA or at Coast Guard Districts whichever is more convenient.

q. There shall be separate color coding of ID cards issued to Officers (active and retired) and P/ENS, non-officers (active and retired) and CCGNOs, non-uniformed personnel, PCGA, direct dependents and legal beneficiaries as follows:

- | | |
|---|---|
| 1) Officers and their Direct Dependents | White |
| 2) P/ENS and their Direct Dependents | White (title to read “Probationary Officer”) |
| 3) Non-Officers and their Direct Dependents | Olive Green |
| 4) CCGNOs | Olive Green (title to read “Candidate Non-Officer”) |
| 5) Non-Uniformed Personnel | Orange (regardless of hiring status) |
| 6) PCGA | Powder Blue |
| 7) Retired PCG Officers and Non-Officers and their Dependents/Legal Beneficiaries | Gray |

r. An affidavit of loss duly notarized or authenticated by the CG Legal Service or District Legal Officer or notary public and police blotter will be required for those requesting for a replacement of lost current PCG ID card.

VI. REQUIREMENTS:

a. The following requirements shall be submitted together with the duly accomplished ID data sheet by an individual requesting for the issuance/renewal of PCG ID card.

- 1) Active Personnel – CAD/ETAD, Enlistment/Re-enlistment, Promotion, assignment, change in marital status, amendment orders, whichever is applicable.
- 2) P/ENS - Appointment Order, Certificate of Completion (CGOC) (If applicable)

- 3) CCGNO – Appointment Order, Certificate of Completion (CGNOC)
- 4) Civilian Employee – Appointment Order/ Plantilla, promotion, change in marital status, amendment orders, whichever is applicable.
- 5) Retired Personnel – Retirement/Separation Order, Amendment Orders, whichever is applicable.
- 6) PCGA – Appointment, Promotion, Unit Assignment, Amendment Orders, whichever is applicable.
- 7) Dependents:
 - a) Spouse – PSA Marriage Contract
 - b) Children – PSA Birth Certificate
 - c) Parents – PSA Birth Certificate and CENOMAR of Active Personnel
- 8) Legal Beneficiaries:
 - a) Authenticated copy of Declaration of Legal Beneficiaries from Coast Guard Legal Service
 - b) PSA Death Certificate
 - c) PSA Marriage Contract (wife/husband); PSA Birth Certificate (children); PSA Birth Certificate and CENOMAR (parents)
 - d) Retirement/Posthumous Order

b. Old/expired ID cards of retired personnel including their dependents, the dependents of active uniformed personnel and members of the PCGA shall be surrendered upon renewal for reference purposes and to preempt proliferation of unauthorized PCG ID cards. The issuing authorities shall ensure proper disposal of the ID card waste materials.

On the other hand, PCG active uniformed personnel and non-uniformed personnel may keep their old/expired ID card but issuing authority shall place a hole or tear at the upper right corner of the card passing thru the magnetic strip to serve as a mark that the card is no longer usable. In case of loss, submit a duly notarized affidavit of loss and police blotter report.

c. Photo Requirements:

ID User's Category	Uniform/Attire	Remarks
Active and Retired Uniformed Personnel and PCGA	GOA "A" uniform w/o headgear	Recent picture (should be 6 months old) with white background (2in x 2in size), no mustache/beard, prescribed haircut and authorized nameplate must be visible in proper placement

Non-Uniformed Personnel	Prescribed Uniform	Recent picture (should be 6 months old) with white background (2in x 2in size), no mustache/beard, proper haircut
Direct Dependents/ Legal Beneficiaries	Formal/Semi-Formal (at least Shirt with collar or Blouse with collar & sleeve)	Recent picture (should be 6 months old) with white background (2in x 2in size), no mustache/beard, proper haircut

VII. PROCEDURE:

Personnel requesting for the issuance of PCG ID card shall accomplish the Personnel ID Data Sheet which shall be submitted and processed at the Office of the Coast Guard Adjutant or at the Office of the Coast Guard Intelligence Group of respective Coast Guard Districts. The data sheet is strictly not for sale, reproduction is authorized. The data sheets are categorized as follows:

- CGAO-001 (Active Uniformed Personnel)
- CGAO-002 (Retired Uniformed Personnel)
- CGAO-003 (Non-Uniformed Personnel)
- CGAO-004 (Direct Dependents of Active/Retired Uniformed Personnel)
- CGAO-005 (Legal Beneficiaries of Retired/Separated Uniformed Personnel)
- CGAO-006 (PCGA)

VIII. DESCRIPTION:

The PCG ID Card shall have the following description:

- a. Officers in the Active Service:
 - 1) The face and the back of the card shall have a white background.
 - 2) PCG logo, in 3D watermark, shall be printed on the middle of the card with an illustration of the colors of the Philippine flag and the sun at the bottom.
 - 3) Title "Republic of the Philippines" in blue-colored font and "PHILIPPINE COAST GUARD" in orange-colored font placed inside a white box with blue line on top and red line at the bottom shall be printed on the uppermost right hand side of the card.
 - 4) Word "OFFICER" shall be printed in "red" color exactly below the title "PHILIPPINE COAST GUARD".
 - 5) The Officer insignia shall be printed in full color on the uppermost left hand side of the card adjacent to the title "Republic of the Philippines" and "PHILIPPINE COAST GUARD", and word "OFFICER".

AS

- 6) Image or photo of the ID card holder shall be printed in full color on the middle left hand side of the card below the Officer insignia.
- 7) The following data shall be printed on the remaining half of the card:
 - a) Name
 - b) Rank
 - c) PCG Serial Number
 - d) Unit Assignment
 - e) ID Number
 - f) Date Issued
 - g) Expiration Date
- 8) Authenticating signature of the Coast Guard Adjutant and respective District Commanders shall be printed on the lower right hand side of the card.
- 9) At the lowest left hand side of the card is the ghost mini-photo of the ID card holder, superimposed by the printed ID number and the date of issuance and expiration of the card, respectively.
- 10) The hologram will be added as security feature on the front portion of the PCG ID card and magnetic strip and QR code at the back.
- 11) The following shall be printed on the back portion of the ID card below the magnetic strip:
 - a) Date of Birth (DD/MM/YY)
 - b) Height (in centimeters)
 - c) Weight (in kilograms)
 - d) Color of Hair
 - e) Color of Eyes
 - f) Blood Type
 - g) Religion
 - h) Taxpayer's Identification Number (TIN)
 - i) Philhealth Nr
 - j) PhilSys Number (PSN)
 - k) Identifying mark
- 12) Name, relationship, address and contact number of the person to be notified in case of any emergency.
- 13) ID card holder's signature.
- 14) Right thumb mark at the lowermost right hand side of the card adjacent to the QR code.
- 15) "PENALTY WARNING" message should read as:



Heavy penalty shall be imposed for unlawful use. If found, finder must promptly return it to the nearest PCG unit or installation or return it to the Office of the Coast Guard Adjutant, National Headquarters Philippine Coast Guard, Port Area, Manila. For verification, please call tel. No. 8527 8481 local 6171/6170.

- b. Probationary Ensigns:
 - 1) Same as Officers except that the title should read "PROBATIONARY OFFICER" and the PCGSN portion deleted because they are not yet issued official serial number.
- c. Non-Officers in the Active Service:
 - 1) The front of the card shall have olive green background and the back shall have a white background.
 - 2) All the features and data indicated in the Officer's ID card shall be the same except in item 4 which shall indicate "NON-OFFICER" and item 5 which shall reflect non-officer insignia.
- d. Candidate Coast Guard Non-Officers:
 - 1) Same as Non-Officers except that the title should read "CANDIDATE NON-OFFICER" and the PCGSN portion deleted because they are not yet issued official serial number.
- e. Non-Uniformed Personnel:
 - 1) All the features are identical to the issued ID of the Officer, P/ENS and non-officer except item 4 which shall indicate the word "NON-UNIFORMED".
 - 2) The following data shall be printed on the face of the card:
 - a) Name
 - b) Designation
 - c) Office
 - d) ID Number
 - e) Date Issued
 - f) Expiry Date
- f. Retired Officers:
 - 1) The front of the card shall have gray background and the back shall have white background.
 - 2) All the features indicated in the Officers' ID card shall be the same except item 4 which shall indicate "RETIRED OFFICER"
 - 3) The following data shall be printed on the remaining half of the card:



- a) Name
- b) Rank
- c) PCG Serial Number
- d) ID Number
- e) Date Issued
- f) Expiration Date

g. Retired Non-Officers:

- 1) All the features indicated in the Retired Officers' ID card shall be the same except in the item which shall indicate "RETIRED NON-OFFICER" and the insignia shall exhibit that of non-officer.

h. Philippine Coast Guard Auxiliary:

- 1) The front of the card shall have a powder blue background and the back shall have a white background.
- 2) Features and data shall follow the specifications set by the DCS for CRS, CG-7.

i. Direct Dependents:

- 1) The face of the card shall have a white background for direct dependents of active Officers; green background for direct dependents of active non-officers; gray background for direct dependents of retired Officers and non-officers. All these ID cards shall have a white background at the back.
- 2) PCG logo, in 3D watermark, shall be printed on the middle of the card with an illustration of the colors of the Philippine flag and the sun at the bottom.
- 3) Title "Republic of the Philippines" in blue-colored font and "PHILIPPINE COAST GUARD" in orange-colored font placed inside a white box with blue line on top and red line at the bottom shall be printed on the uppermost middle of the card.
- 4) The word "DEPENDENT" shall be indicated right below the title "PHILIPPINE COAST GUARD" preceded by a qualifying phrase, such as: "OFFICER", "RETIRED OFFICER", "NON-OFFICER", "RETIRED NON-OFFICER".
- 5) Name is printed below the word "DEPENDENT" with a qualifying phrase.
- 6) Printed directly below the dependent's name is the rank, name and serial number of the person on whom he or she is dependent.
- 7) Image or photo of the ID card holder shall be printed in full color on the middle left hand side of the card below the Officer insignia.

- 8) At the lowest left hand side of the card is the ghost mini-photo of the ID card holder, superimposed by the printed ID number and the date of issuance and expiration of the card, respectively.
- 9) Other features and data at the back portion of the ID card are the same as that of the Officer's ID data.
- j. Legal Beneficiaries:
 - 1) All the features and data indicated in the Direct Dependents ID card shall be the same except item 4 which shall indicate "LEGAL BENEFICIARY".
 - 2) Printed directly below the legal beneficiary's name is the rank, name and serial number of the person on whom he or he/she is legal beneficiary.

IX. ADMINISTRATIVE INSTRUCTIONS

- a. The Coast Guard Adjutant and respective District Commanders shall be the authorized persons to authenticate all ID cards issued to all PCG personnel, retirees, non-uniformed personnel, dependents, legal beneficiaries; and the DCS for CRS, CG-7 for PCGA.
- b. CG District Admin Officer shall facilitate the application for PCG ID Card of all personnel under the jurisdiction of the District as well as all the direct dependents of uniformed personnel, active and retired, who opt to apply for PCG ID Card at the District Headquarters.
- c. The release of PCG ID Cards at CG Districts shall be facilitated by their respective Coast Guard Intelligence Groups.
- d. CG-11 shall fund the contract for the maintenance of ID machines and provision of ID card materials.
- e. PCG ID Card application form is free of charge and can be reproduced.
- f. The PCG ID Card shall bear the same description no matter where it is issued and will only differ on the name of the authenticating Officer.
- g. For security purposes, O/CGA and Coast Guard Intelligence Groups shall observe the following:
 - 1) Assign an Information System Personnel-In-Charge for the computer-related activities in the implementation of the new PCG ID Card System.
 - 2) Provide a physically secured computer system to protect data from file corruption and other natural elements such as rain, dust and temperature.
 - 3) Maintain regular back-up, both softcopy and hardcopy of the database file. If possible, an off-set back-up file of the database must be maintained.

- 2) Provide a physically secured computer system to protect data from file corruption and other natural elements such as rain, dust and temperature.
 - 3) Maintain regular back-up, both softcopy and hardcopy of the database file. If possible, an off-set back-up file of the database must be maintained.
- h. PCG dependents' and Legal Beneficiaries' ID cards shall likewise be considered as official authority for entry at vicinities of the National Headquarters, Finance Units, and other duly recognized government, department, financial or business institution subject to existing rules and regulations.
 - i. Non-uniformed ID cards shall likewise be considered an official authority for entry into the PCG installations and other units.
 - j. The database of the PCG ID Card System shall be owned by the Philippine Coast Guard.
 - k. All issued PCG ID cards shall be invalidated upon its expiration date.
 - l. Issuing authorities shall ensure proper disposal of the surrendered ID Cards.

X. RECISSION:

All other publications in conflict with this Circular are hereby rescinded.

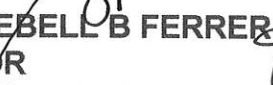
XI. EFFECTIVITY:

This publication shall take effect upon approval.

BY COMMAND OF COAST GUARD ADMIRAL URSABIA JR:

OFFICIAL:

FERDINAN B PICAR
CG COMMO
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant



PHILIPPINE COAST GUARD

National Headquarters Philippine Coast Guard
139 25th St., Port Area 1018 Manila

Form No. CGAO-001

ACTIVE UNIFORMED PERSONNEL

DATE: _____ CONTACT NO.: _____ ID NO: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

*Applicable for
Married Female
Personnel*

MAIDEN'S MIDDLE NAME: _____

MAIDEN'S LAST NAME: _____

DATE ENTERED THE SERVICE: _____

RANK: _____ SERIAL NO.: _____

UNIT ASGMT: _____

HOME ADDRESS: _____

BIRTHDATE (dd/mm/yyyy): _____ HEIGHT (cm): _____ WEIGHT (kg): _____

HAIR: _____ EYES: _____ BLOOD TYPE: _____ GENDER: _____

TIN: _____ PHILHEALTH: _____

PHILSYS NO.: _____ DATE ETE: _____

RELIGION: _____ IDENTIFYING MARK: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CONTACT NO.: _____

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or Updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UM-ID System under EO 420 only. I further affirm that all statements/ data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

ENDORSED BY:

APPROVED BY:

Unit Admin Officer

Coast Guard Adjutant / District Admin Officer

REQUIREMENTS

1. Application Form duly accomplished endorsed by their Admin Officer.
2. Order: CAD/ETAD, Enlistment/ Re-enlistment, Promotion, Assignment, Change of Marital Status, Amendment Order, whatever is applicable.
3. For lost ID, attached Affidavit of Loss and Police Blotter.

Recent 2x2 Picture

No headgear

White background

Prescribed Uniform

SIGNATURE INSIDE THIS BOX

RIGHT THUMBARK

CLAIM STUB

To be filled by Admin personnel

ID No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____

--- This Will Serve as Your Proof of Transaction ---



RETIRED UNIFORMED PERSONNEL

DATE: _____ CONTACT NO.: _____ ID NO: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

*Applicable for
Married Female
Retiree*

MAIDEN'S MIDDLE NAME: _____

MAIDEN'S LAST NAME: _____

DATE RETIRED FROM THE SERVICE: _____

RANK: _____ SERIAL NO.: _____

UNIT ASGMT: _____

HOME ADDRESS: _____

BIRTHDATE (dd/mm/yyyy): _____ HEIGHT (cm): _____ WEIGHT (kg): _____

HAIR: _____ EYES: _____ BLOOD TYPE: _____ GENDER: _____

TIN: _____ PHILHEALTH: _____

PHILSYS NO.: _____

RELIGION: _____ IDENTIFYING MARK: _____

REQUIREMENTS

1. Application Form duly accomplished endorsed by their Admin Officer.
2. Order: CAD/ETAD, Enlistment/ Re-enlistment, Promotion, Assignment, Change of Marital Status, Amendment Order, whatever is applicable.
3. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Recent 2x2 Picture
No headgear
White background
Prescribed Uniform

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CONTACT NO.: _____

SIGNATURE INSIDE THIS BOX

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or Updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UM-ID System under EO 420 only. I further affirm that all statements/ data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

ENDORSED BY:

APPROVED BY:

Unit Admin Officer

Coast Guard Adjutant / District Admin Officer

RIGHT THUMBARK

CLAIM STUB

To be filled by Admin personnel

ID No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____



NON-UNIFORMED PERSONNEL

DATE: _____ CONTACT NO.: _____ ID NO: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

*Applicable for
Married Female
Personnel*

MAIDEN'S MIDDLE NAME: _____

MAIDEN'S LAST NAME: _____

DATE OF APPOINTMENT: _____ EMPLOYEE NO: _____

SALARY GRADE: _____ DESIGNATION: _____

UNIT ASGMT: _____

HOME ADDRESS: _____

BIRTHDATE (dd/mm/yyyy): _____ HEIGHT (cm): _____ WEIGHT (kg): _____

HAIR: _____ EYES: _____ BLOOD TYPE: _____ GENDER: _____

TIN: _____ PHILHEALTH: _____

PHILSYS NO.: _____

RELIGION: _____ IDENTIFYING MARK: _____

REQUIREMENTS

1. Application Form duly accomplished endorsed by their Admin Officer.
2. Order: CAD/ETAD, Enlistment/ Re-enlistment, Promotion, Assignment, Change of Marital Status, Amendment Order, whatever is applicable.
3. For lost ID, attached Affidavit of Loss and Police Blotter.

*Recent 2x2 Picture
No headgear
White background
Prescribed Uniform*

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CONTACT NO.: _____

SIGNATURE INSIDE THIS BOX

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or Updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UM-ID System under EO 420 only. I further affirm that all statements/ data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

ENDORSED BY:

APPROVED BY:

Unit Admin Officer

Coast Guard Adjutant / District Admin Officer

RIGHT THUMBARK

CLAIM STUB

To be filled by Admin personnel

ID No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____



DEPENDENT

DATE: _____ CONTACT NO.: _____ ID NO: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

*Applicable for
Married Female*

MAIDEN'S MIDDLE NAME: _____

MAIDEN'S LAST NAME: _____

RELATIONSHIP TO THE PCG PERSONNEL: _____

BIRTHDATE (dd/mm/yyyy): _____ HEIGHT (cm): _____ WEIGHT (kg): _____

HAIR: _____ EYES: _____ BLOOD TYPE: _____ GENDER: _____

TIN: _____ PHILHEALTH: _____

PHILSYS NO.: _____

RELIGION: _____ IDENTIFYING MARK: _____

HOME ADDRESS: _____

DEPENDENT OF: Officer Non-Officer Active Retired

RANK: _____ SERIAL NO.: _____

FIRSTNAME: _____ M.I.: _____ LASTNAME: _____

UNIT ASGMT (if active): _____

REQUIREMENTS

1. Application form duly accomplished endorsed by PCG Personnel.
2. Order: Marriage Contract, Birth Certificate and Advisory on Marriage, whatever is applicable.
3. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Recent 2x2 Picture

No headgear

White background

Formal/Semi-Formal (at least shirt/blouse with collar and sleeve)

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CONTACT NO.: _____

SIGNATURE INSIDE THIS BOX

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or Updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UM-ID System under EO 420 only. I further affirm that all statements/ data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

ENDORSED BY:

APPROVED BY:

Dependent PCG Personnel

Coast Guard Adjutant / District Admin Officer

RIGHT THUMBARK

CLAIM STUB

To be filled by Admin personnel

ID No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____



PHILIPPINE COAST GUARD

National Headquarters Philippine Coast Guard
139 25th St., Port Area 1018 Manila

Form No. CGAO-005

LEGAL BENEFICIARY

DATE: _____ CONTACT NO.: _____ ID NO: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

*Applicable for
Married Female*

MAIDEN'S MIDDLE NAME: _____

MAIDEN'S LAST NAME: _____

RELATIONSHIP TO THE PCG PERSONNEL: _____

BIRTHDATE (dd/mm/yyyy): _____ HEIGHT (cm): _____ WEIGHT (kg): _____

HAIR: _____ EYES: _____ BLOOD TYPE: _____ GENDER: _____

TIN: _____ PHILHEALTH: _____

PHILSYS NO.: _____

RELIGION: _____ IDENTIFYING MARK: _____

HOME ADDRESS: _____

LEGAL BENEFICIARY OF: Officer Non-Officer

RANK: _____ SERIAL NO.: _____

FIRSTNAME: _____ M.I.: _____ LASTNAME: _____

UNIT ASGMT (if active): _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CONTACT NO.: _____

STATEMENT OF CONSENT

I declare that I am fully aware that the above date shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or Updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UM-ID System under EO 420 only. I further affirm that all statements/ data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

ENDORSED BY:

APPROVED BY:

Dependent PCG Personnel

Coast Guard Adjutant / District Admin Officer

REQUIREMENTS

1. Application form duly accomplished endorsed by PCG Personnel.
2. Order: Marriage Contract, Birth Certificate and Advisory on Marriage, whatever is applicable.
3. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Recent 2x2 Picture

No headgear

White background

Formal/Semi-Formal (at least shirt/blouse with collar and sleeve)

SIGNATURE INSIDE THIS BOX

RIGHT THUMBARK

CLAIM STUB

To be filled by Admin personnel

ID No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____

--- This Will Serve as Your Proof of Transaction ---