



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

NHQ-PCG/ CGAO

09 June 2025

MEMORANDUM CIRCULAR
NUMBER 01-25

PCG IDENTIFICATION (ID) CARD SYSTEM

I. REFERENCES

- A. Republic Act 9993, likewise known as the "Philippine Coast Guard Law of 2009" dated 12 February 2010;
- B. NHQ-PCG/CGAO Memorandum Circular No 03-24, entitled "Revised PCG Identification (ID) Card System" dated 02 May 2024;
- C. AFPRG 121-245, entitled "AFP Identification Card (AFPIC) System dated 20 October 2014; and
- D. Department of National Defense Circular No 06, entitled "Single Identification Card System for AFP-PVAO-VMMC Clienteles" dated 07 March 2022.

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, and Non-Uniformed Personnel.
- 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 **Annex A.1, A.2 and A.3** is an identity document (ID) issued by the Philippine Coast Guard (PCG) to active Coast Guard personnel, Probationary Ensigns, Candidate Coast Guard Non-Officers, retired Coast Guard personnel, direct dependents, legal beneficiaries, and Non-Uniformed Personnel.



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- B. The PCG ID System covers the preparation, processing, issuance, use and disposal of PCG ID Card.
- C. 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. **Beep™ Card** – a smart card that is reloadable and offers a contactless, convenient and efficient means of paying for fares and accessing public transportation services, and may be used for cashless transactions in merchant stores. It contains a microchip that houses essential information such as the cardholder's balance, fare deductions and other relevant data.
- C. **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.
- D. **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.
- E. **Holographic Film** – a rainbow film with an interference pattern which, when suitably illuminated, produces a three-dimensional image of PCG logo.
- F. **Identity Document (ID)** – any document which may be used to verify a person's identity.
- G. **Legal Beneficiary(ies)** – dependent(s) of the deceased PCG personnel from the active service and/or retired, who are declared as legal beneficiary(ies) per existing supporting documents, records and/or through



affidavit designating them as such officially by the Office of the Coast Guard Legal Service.

- H. **Magnetic Stripe Card** – likewise called a swipe card, read by physical contact and/or 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.
- I. **Non-Uniformed Personnel** – appointed civilian employees in the PCG, regardless of status of employment such as regular, casual, emergency or contractual.
- J. **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.
- K. **PCG Personnel** – are Commissioned Officers and non-commissioned officers in the active service of the PCG, including those cadets, CCGOs and CCGNOs undergoing both academic instructions and Coast Guard training within a prescribed period, both locally and abroad.
- L. **Probationary Ensign (P/ENS)** – for the purpose of this policy, shall refer to an individual who is a graduate of the Coast Guard Officer Course (CGOC) and is already employed in the active service and waiting for the issuance of Commissionship/ CAD order in the PCG service.
- 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, change of assignment, change in rank and/or change in personal details (i.e. change of surname, rank, unit) of the card holder.
- P. **Replacement** – term used when a new PCG ID card will be issued due to loss or damage.



V. POLICIES

- A. The PCG shall adopt a tamper-evident, colored photo ID cards for the authorized PCG personnel, P/ENS, CCGNOs, retirees, dependents/legal beneficiaries and Non-Uniformed Personnel.
- 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 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.
- D. The following security features shall be incorporated in the PCG ID card:
 - i. Beep™ and Magnetic Stripe capable of storing data.
 - ii. QR Code for quick identification verification.
 - iii. Holographic Film bearing the PCG logo.
- E. 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.
- F. The magnetic stripe and QR Code shall exhibit the rank, name, serial number and photo of the cardholder when verified.
- G. PCG ID Cards of active uniformed and non-uniformed personnel issued/renewed under the following conditions shall be free of charge:
 - i. Upon entry into the service/ appointment/ re-assignment;
 - ii. Upon promotion/ demotion;
 - iii. Upon expiration of PCG ID Card; and
 - iv. Upon change of marital status and last name.
- H. Issuance of PCG ID Cards shall be charged with the amount based on the prevailing market cost of ID materials under the following circumstances:
 - i. Replacement of ID Card of active uniformed and non-uniformed personnel due to loss or damage;
 - ii. Issuance/renewal/replacement of ID card of direct dependents, retired personnel and legal beneficiaries.

- I. Expiration date of issued PCG ID Card which is good for three (3) years will be based on the following, to wit:
- | | |
|-----------------------------|---------------------|
| i. Active Officer | Birth Date / CAD |
| ii. Active Non-Officer | ETE |
| iii. P/ENS and CCGNOs | Date of appointment |
| iv. Non-Uniformed Personnel | Date of appointment |
- J. PCG ID Card issued to direct dependents of active uniformed personnel shall be valid for three (3) years.
- K. The PCG ID Card issued to the following shall be without expiration and may be replaced in case of loss or damage:
- i. Retired PCG uniformed personnel;
 - ii. Direct dependents of retired PCG uniformed personnel such as legitimate spouse and children who are suffering from congenital, physical or mental disability and who are living with their parents and totally dependent on them for support; and
 - iii. Legal beneficiaries of posthumously separated and retired PCG uniformed personnel such as surviving spouse, mentally-incapacitated surviving children who are certified to be incapable of employment¹, as well as other qualified survivors as may be determined.
- L. The PCG ID Card issued to all other legitimate dependents and legal beneficiaries, specifically the children of retired uniformed personnel shall remain valid until the date of their twenty-first (21st) birthday, after which it shall be deemed expired.
- M. The Coast Guard Adjutant is the duly authorized official to issue, authenticate and sign PCG ID Cards for Officers, P/ENS, Non-Officers, CCGNOs, retirees, dependents/legal beneficiaries and Non-uniformed Personnel.
- N. The Coast Guard Adjutant shall implement a permanent ID Card numbering system wherein an ID number assigned to an individual shall not be

¹ Section 2 of Republic Act No. 10882, "An Act Exempting Surviving Children of Military Personnel Who are Mentally Incapacitated from Termination of Benefits Upon Reaching the Age of Twenty-One (21), Amending for the Purpose Section 25 of Presidential Decree Numbered Sixteen Hundred and Thirty-Eight, Otherwise Known as the AFP Military Personnel Retirement and Separation Decree of 1979, as Amended"

Handwritten signature

changed or assigned to other individuals, and in case of renewal/replacement, the same number shall be carried in the new ID card.

- O. PCG ID Cards issued by the O/CGA 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, "NO" for Non-Officers in the active service, "R" for retirees, both Officers and 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:

- i. *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: CG25-O-08000546

- ii. *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: CG25-NO-07004558

- iii. *For retirees, both Officers and Non-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 retiree's serial number.

For example: CG25-R-21000094
CG25-R-19733107

- iv. *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: CG25-NU-19000188

- v. *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: CG25-DD-08000546-1

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|------|---|---|
| ii. | P/ENS and their direct dependents | White (title to read "Probationary Officer") |
| iii. | Non-Officers and their direct dependents | Green |
| iv. | CCGNOs | Green (title to read "Candidate Non-Officer") |
| v. | Non-Uniformed Personnel | Orange (regardless of hiring status) |
| vi. | Retirees and their Dependents/Legal Beneficiaries | Gray |

R. An affidavit of loss duly notarized or authenticated by the Coast Guard Legal Service or District Legal Officer or notary public and police blotter shall be required for those requesting for a replacement of lost PCG ID card.

VI. REQUIREMENTS

- A. The following requirements shall be submitted together with the duly accomplished Personnel ID Data Sheet by an individual requesting for the issuance/renewal of PCG ID card.
- i. Active personnel – CAD/ETAD, Enlistment/Re-enlistment, Promotion, assignment, change in marital status, amendment orders, whichever is applicable.
 - ii. P/ENS – Appointment Order, Certificate of Completion (CGOC)
 - iii. CCGNO – Appointment Order, Certificate of Completion (CGNOC)
 - iv. Non-Uniformed Personnel – Appointment Order/ Plantilla, promotion, change in marital status, amendment orders, whichever is applicable.
 - v. Retired personnel – Retirement/Separation Order, Amendment Orders, whichever is applicable.
 - vi. Dependents:
 - a. Spouse – PSA Marriage Contract
 - b. Children – PSA Birth Certificate
 - c. Parents – PSA Birth Certificate and CENOMAR of Active Uniformed Personnel

vii. 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 Order / Posthumous Retirement/Separation Order

viii. Proof of payment – Official Receipt from the Coast Guard Finance Service

- B. ID cards of retirees including their dependents, legal beneficiaries and the dependents of active uniformed personnel shall be surrendered upon request for replacement to preempt proliferation of unauthorized PCG ID cards. The Coast Guard Adjutant 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 a hole or tear shall be made on the card 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 Uniformed Personnel	GOA without headgear	<ul style="list-style-type: none"> • Recent picture (should be 6 months old) with white background (2x2 inches) • No mustache/beard • Prescribed haircut • Authorized nameplate/ rank must be visible in proper placement. • The teeth shall not be visible
Non-Uniformed Personnel	Prescribed Uniform	<ul style="list-style-type: none"> • Recent picture (should be 6 months old) with white background (2x2 inches) • No mustache/beard • Proper haircut



Retirees, Direct Dependents/ Legal Beneficiaries	Formal/Semi-Formal (at least Shirt with collar or Blouse with collar & sleeve)	<ul style="list-style-type: none"> • Recent picture (should be 6 months old) with white background (2x2 inches) • no mustache/beard, proper haircut
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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. The data sheet is strictly not for sale, reproduction is authorized. The data sheets are categorized as follows:

CGAO-001-2025 (Active Uniformed Personnel) **Annex B.1**

CGAO-002-2025 (Retirees) **Annex B.2**

CGAO-003-2025 (Non-Uniformed Personnel) **Annex B.3**

CGAO-004-2025 (Direct Dependents of Active/Retired Uniformed Personnel) **Annex B.4**

CGAO-005-2025 (Legal Beneficiaries) **Annex B.5**

VIII. DESCRIPTION

The PCG ID Card shall have the following description:

A. Officers in the Active Service:

- i. The face and the back of the card shall have a white background.
- ii. The face of the card shall be covered with honeycomb pattern.
- iii. PCG logo, in watermark, shall be printed on the card.
- iv. Title "Republic of the Philippines" in blue-colored font and "PHILIPPINE COAST GUARD" in orange-colored font with blue line on top and orange line at the bottom shall be printed on the uppermost side of the card.
- v. Word "OFFICER" shall be printed in "blue" color exactly below the title "PHILIPPINE COAST GUARD".
- vi. The PCG logo 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".
- vii. 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 PCG logo.

viii. The following data shall be printed on the remaining half of the card:

- a. Name
- b. Rank
- c. PCG Serial Number
- d. Unit Assignment and Office
- e. ID Number
- f. Date Issued
- g. Expiration Date

ix. Authenticating signature of the Coast Guard Adjutant shall be printed on the lower right hand side of the card.

x. The holographic film is added as security feature on the front portion of the PCG ID Card and magnetic stripe and QR code at the back, with embedded Beep™ features in the card.

xi. The following shall be printed on the back portion of the ID card:

- a. Birth Date (DD/MM/YY)
- b. Height (in centimeters)
- c. Weight (in kilograms)
- d. Hair
- e. Eyes
- f. Blood Type
- g. PhilSys Number (PSN)
- h. Identifying Mark
- i. Card Account Number (CAN) for Beep™ functionality

xii. Name, relationship, address and contact number of the person to be notified in case of emergency.

xiii. ID card holder's signature.

xiv. Right thumb mark on the right-hand side of the card adjacent to the QR code.

xv. The logo of "Transpo" and "Beep™" is displayed in the lowermost right-hand side of the card with a text read as:

The bearer agrees with the Conditions of Use outlined in <https://beep.com.ph/terms-and-conditions/>

xvi. "PENALTY WARNING" message 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



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Headquarters Philippine Coast Guard, Port Area, Manila. For verification, please call no. +63 946 965 2099.

B. Probationary Ensigns:

Same as Officers except that the title should read "PROBATIONARY OFFICER" and the PCGSN portion shall be deleted since P/ENS has temporary serial number.

C. Non-Officers in the active service:

- i. The face of the card shall have green background and the back shall have a white background.
- ii. All the features and data indicated in the Officer's ID card shall be the same except in item 5 which shall indicate "NON-OFFICER".

D. Candidate Coast Guard Non-Officers:

Same as Non-Officers except that the title should read "CANDIDATE NON-OFFICER" and the PCGSN portion shall be deleted since Candidate Coast Guard Non-Officers has temporary serial number.

E. Non-Uniformed Personnel:

- i. The face of the card shall have orange background and the back shall have a white background.
- ii. All the features are identical to the issued ID of the Officer, P/ENS, Non-Officer and CCGNOs except item 5 which shall indicate the word "NON-UNIFORMED".
- iii. 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. Retirees:

- i. The front of the card shall have gray background and the back shall have white background.
- ii. All the features are identical to the issued ID of the Officer, P/ENS, Non-Officer and CCGNOs except item 5 which shall indicate "RETIREE"

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- iii. The following data shall be printed on the remaining half of the card:
 - a. Name
 - b. Rank
 - c. PCG Serial Number
 - d. Date of retirement
 - e. ID Number
 - f. Date Issued

G. Direct Dependents:

- i. The face of the card shall have a white background for direct dependents of active Officers and P/ENS; green background for direct dependents of active Non-Officers and CCGNOs; gray background for direct dependents of retirees. All these ID cards shall have a white background at the back.
- ii. The face of the card shall be covered with honeycomb pattern.
- iii. PCG logo, in watermark, shall be printed on the card.
- iv. Title “Republic of the Philippines” in blue-colored font and “PHILIPPINE COAST GUARD” in orange-colored font with blue line on top and orange line at the bottom shall be printed on the uppermost middle of the card.
- v. The word “DEPENDENT” shall be indicated right below the title “PHILIPPINE COAST GUARD” preceded by a qualifying phrase, such as: “OFFICER”, “PROBATIONARY OFFICER”, “NON-OFFICER”, “CANDIDATE NON-OFFICER”, “RETIREE”.
- vi. Name is printed below the word “DEPENDENT” with a qualifying phrase.
- vii. Printed directly below the dependent’s name is the rank, name, serial number and relationship of the person on whom he or she is dependent.
- viii. 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 PCG logo.
- ix. ID number and date issued shall be printed below the photo of the card holder. Expiration date shall be included for dependents who *are not qualified under provision V.K.ii.*
- x. Other features and data at the back portion of the ID card are the same as that of the other PCG ID cards.

184

j. Legal Beneficiaries:

- i. All the features and data indicated in the Direct Dependents ID card shall be the same except item 5 which shall indicate "LEGAL BENEFICIARY".
- ii. Printed directly below the legal beneficiary's name is the rank, name, serial number and relationship of the person on whom he or he/she is legal beneficiary.
- iii. ID number and date issued shall be printed below the photo of the card holder. Expiration date shall be included for legal beneficiaries who are not qualified under provision V.K.iii.
- iv. Other features and data at the back portion of the ID card are the same as that of the other PCG ID cards.

IX. ADMINISTRATIVE INSTRUCTIONS

- A. The Coast Guard Adjutant shall be the sole authority to authenticate all ID cards issued to all PCG personnel, retirees, Non-Uniformed Personnel, dependents and legal beneficiaries.
- B. Admin Officers shall sign the ID application form of all personnel under their respective units as well as all the direct dependents of active uniformed personnel who apply for PCG ID Card.
- C. CG-11 shall fund the contract for the maintenance of ID machines and procurement of ID card materials.
- D. Personnel ID Data Sheet is free of charge and can be reproduced.
- E. For security purposes, O/CGA shall observe the following:
 - i. Assign an Information System Personnel-In-Charge for the computer-related activities in the implementation of the PCG ID Card System.
 - ii. Provide a physically secured computer system to protect data from file corruption and other natural elements such as rain, dust and temperature.
 - iii. 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.
- F. PCG dependents' and Legal Beneficiaries' ID cards shall likewise be considered as official authority for entry at the National Headquarters

Philippine Coast Guard, Finance Units, and other facilities of the PCG subject to the existing security rules and regulations.

- G. Non-Uniformed Personnel ID cards shall likewise be considered as an official authority for entry to PCG installations.
- H. The database of the PCG ID Card System shall be owned by the Philippine Coast Guard.
- I. All issued PCG ID Cards shall be invalidated upon its expiration date.
- J. O/CGA shall ensure proper disposal of the surrendered ID Cards.

X. RESCISSION

All other publications in conflict with this Memorandum Circular are hereby rescinded or modified accordingly.

XI. EFFECTIVITY

This publication shall take effect upon publication.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR **PCG**
Coast Guard Adjutant

Annexes:

- A.1 – Sample ID Card Front Layout for Officer and Non-Officer and their Dependent*
- A.2 – Sample ID Card Front Layout for Retired Personnel and their Dependent and Legal Beneficiary, and Non-Uniformed Personnel*
- A.3 – Sample ID Card Back Layout and Holographic Film*
- B.1 – Active Personnel ID Data Sheet*
- B.2 – Retired Personnel ID Data Sheet*
- B.3 – Non-Uniformed Personnel ID Data Sheet*
- B.4 – Direct Dependent of Officer and Non-Officer Personnel ID Data Sheet*
- B.5 – Legal Beneficiary Personnel ID Data Sheet*

1. Front Layout

a. For Officers and their Dependents

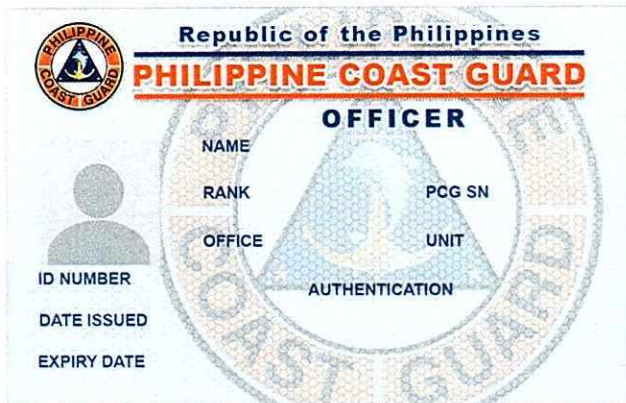


Figure 1. Active Officer

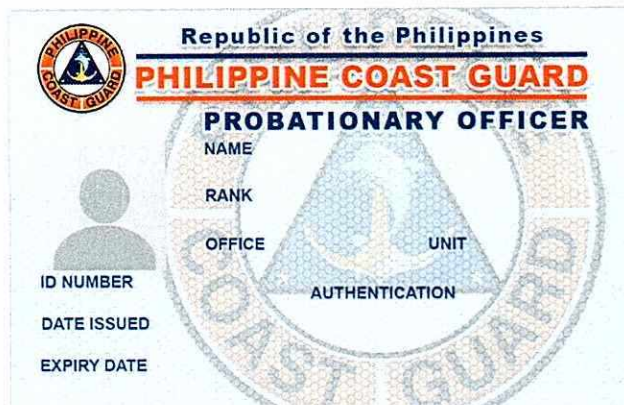


Figure 2. Probationary Officer

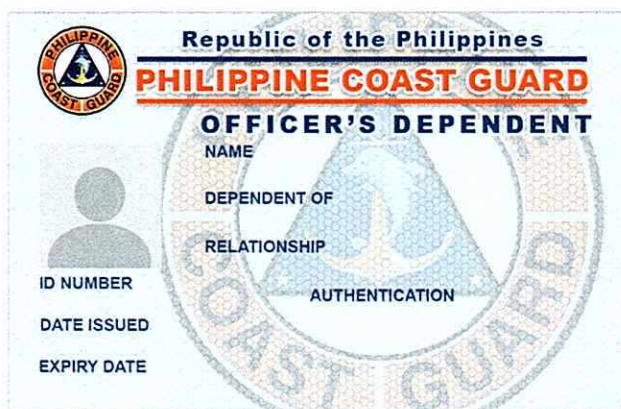


Figure 3. Officer's Dependent

b. For Non-Officers and their Dependents



Figure 4. Active Non-Officer



Figure 5. Candidate Non-Officer

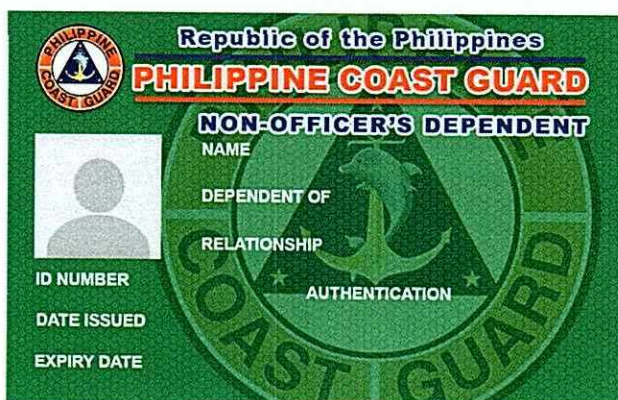


Figure 6. Non-Officer's Dependent

Handwritten initials or mark.

c. For Retired personnel and their Dependents and Legal Beneficiaries



Figure 7. Retired Personnel



Figure 8. Retiree's Dependent

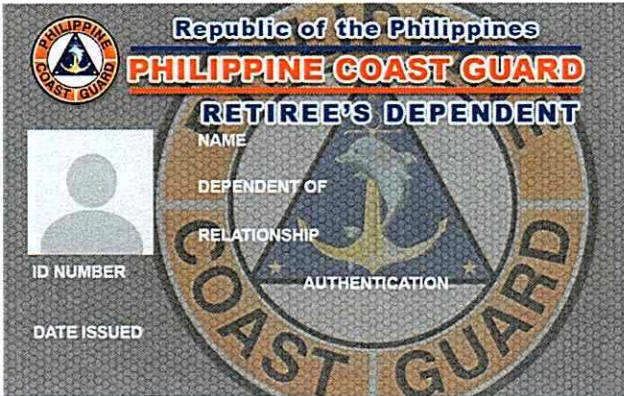


Figure 9. Retiree's Dependent with No Expiration



Figure 10. Legal Beneficiary



Figure 11. Legal Beneficiary with No Expiration

d. For Non-Uniformed Personnel



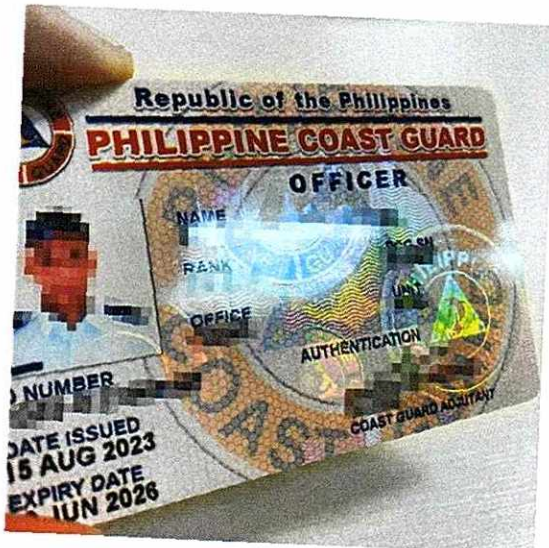
Figure 12. Non-Uniformed Personnel

2. Back Layout



Figure 13. Back portion

3. Holographic Film



Form No. **CGAO-001-2025**



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

No.: _____

ACTIVE UNIFORMED PERSONNEL

REQUIREMENTS

1. Personnel ID Data Sheet 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.

Date: _____ Contact No.: _____ ID No: _____

First Name	Middle Name	Last Name	Suffix	Sex
<i>If married, maiden's middle name (for female personnel):</i> _____				
<i>Maiden's surname (for female personnel):</i> _____		<i>Birth Date (DD/MM/YYYY):</i> _____		
Height (cm): _____	Weight (kg): _____	Hair: _____	Eyes: _____	
Blood Type: _____	PhilSys No.: _____	Identifying Mark: _____		
Date Entered the Service: _____	CAD / ETE: _____	Rank: _____		
Office: _____	Unit: _____	Serial No.: _____		
Person to Notify in Case of Emergency: _____				
Relationship to the Person: _____		Contact No. of the Person: _____		
Address of the Person: _____				

<p style="text-align: center;">Recent 2x2 Picture with White background</p> <p style="text-align: center;">No headgear/mustache/beard</p> <p style="text-align: center;">Prescribed haircut & uniform</p> <p style="text-align: center;">Nameplate/rank must be visible in proper placement</p> <p style="text-align: center;">The teeth shall not be visible</p>	<p style="text-align: center;">STATEMENT OF CONSENT</p> <p>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 E.O. 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.</p>	<div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <p style="text-align: center; font-size: small;">Signature Inside This Box</p> <div style="border: 1px solid black; height: 60px;"></div> <p style="text-align: center; font-size: small;">Right Thumbmark</p>
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SIGNATURE OVER PRINTED NAME / DATE

OFFICE/UNIT ADMIN OFFICER / DATE

TO BE ACCOMPLISHED BY ID SECTION PERSONNEL

This CLAIM STUB shall serve as your official proof of transaction. Please ensure you receive it.

Date and Time Received: _____ No.: _____

Applicant's PCG Serial Number: _____

ID Section Personnel: _____
RANK & LAST NAME SIGNATURE

Form No. **CGAO-002-2025**



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

No.: _____

RETIRED UNIFORMED PERSONNEL

REQUIREMENTS

1. Personnel ID Data Sheet duly accomplished endorsed by their Admin Officer.
2. Retirement Order.
3. One (1) photocopy of Official Receipt from CGFS.
4. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Date: _____ Contact No.: _____ ID No: _____

First Name	Middle Name	Last Name	Suffix	Sex
<i>If married, maiden's middle name (for female personnel):</i> _____ NOT APPLICABLE _____				
<i>Maiden's surname (for female personnel):</i> _____ NOT APPLICABLE _____			Birth Date (DD/MM/YYYY): _____	
Height (cm): _____	Weight (kg): _____	Hair: _____	Eyes: _____	
Blood Type: _____	PhilSys No.: _____	Identifying Mark: _____		
Date Retired from the Service: _____		CAD / ETE: _____	Rank: _____	
Office: NOT APPLICABLE _____	Unit: NOT APPLICABLE _____	Serial No.: _____		
Person to Notify in Case of Emergency: _____				
Relationship to the Person: _____		Contact No. of the Person: _____		
Address of the Person: _____				

Recent 2x2 Picture with White background
No headgear/mustache/beard
Formal/Semi-Formal (at least
Shirt with collar or Blouse with collar & sleeve

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 E.O. 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.

Signature Inside This Box

Right Thumbmark

 SIGNATURE OVER PRINTED NAME / DATE

 OFFICE/UNIT ADMIN OFFICER / DATE

TO BE ACCOMPLISHED BY ID SECTION PERSONNEL

This CLAIM STUB shall serve as your official proof of transaction. Please ensure you receive it.

Date and Time Received: _____ No.: _____

Applicant's PCG Serial Number: _____

ID Section Personnel: _____
RANK & LAST NAME SIGNATURE



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

No.: _____

DEPENDENT

REQUIREMENTS

1. Personnel ID Data Sheet duly accomplished endorsed by their Admin Officer.
2. Order: Marriage Contract, Birth Certificate and Advisory on Marriage, whatever is applicable.
3. One (1) photocopy of Official Receipt from CGFS.
4. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Date: _____ Contact No.: _____ ID No: _____

First Name	Middle Name	Last Name	Suffix	Sex
<i>If married, maiden's middle name (for female personnel):</i> _____				
<i>Maiden's surname (for female personnel):</i> _____			<i>Birth Date (DD/MM/YYYY):</i> _____	
<i>Height (cm):</i> _____	<i>Weight (kg):</i> _____	<i>Hair:</i> _____	<i>Eyes:</i> _____	
<i>Blood Type:</i> _____	<i>PhilSys No.:</i> _____	<i>Identifying Mark:</i> _____		
<i>Date Entered the Service:</i> _____		<i>CAD / ETE:</i> _____	<i>Rank:</i> _____	
<i>Office:</i> _____	<i>Unit:</i> _____	<i>Serial No.:</i> _____		
<i>Full Name and Serial no. of PCG Personnel whom dependent to:</i> _____				
<i>Unit / Office Assignment (if active):</i> _____		<i>Relationship to the PCG Personnel:</i> _____		
<i>Date Entered / Retired from the Service:</i> _____		<i>ETE (Non-Officers):</i> _____		
<i>Person to Notify in Case of Emergency:</i> _____				
<i>Relationship to the Person:</i> _____		<i>Contact No. of the Person:</i> _____		
<i>Address of the Person:</i> _____				

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SIGNATURE OVER PRINTED NAME / DATE

OFFICE/UNIT ADMIN OFFICER / DATE

TO BE ACCOMPLISHED BY ID SECTION PERSONNEL

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Applicant's PCG Serial Number: _____

ID Section Personnel: _____

RANK & LAST NAME

SIGNATURE

Form No. **CGAO-005-2025**



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

No.: _____

LEGAL BENEFICIARY

REQUIREMENTS

1. Personnel ID Data Sheet duly accomplished endorsed by their Admin Officer.
2. Order: Marriage Contract, Birth Certificate and Advisory on Marriage, whatever is applicable.
3. One (1) photocopy of Official Receipt from CGFS.
4. Surrender Old PCG ID. If lost, attached Affidavit of Loss and Police Blotter.

Date: _____ Contact No.: _____ ID No: _____

First Name	Middle Name	Last Name	Suffix	Sex
<i>If married, maiden's middle name (for female personnel):</i> _____				
<i>Maiden's surname (for female personnel):</i> _____			<i>Birth Date (DD/MM/YYYY):</i> _____	
<i>Height (cm):</i> _____	<i>Weight (kg):</i> _____	<i>Hair:</i> _____	<i>Eyes:</i> _____	
<i>Blood Type:</i> _____	<i>PhilSys No.:</i> _____	<i>Identifying Mark:</i> _____		
<i>Date Entered the Service:</i> _____	<i>CAD / ETE:</i> _____	<i>Rank:</i> _____		
<i>Office:</i> _____	<i>Unit:</i> _____	<i>Serial No.:</i> _____		
<i>Full Name and Serial Number of PCG Personnel:</i> _____				
<i>Date of Posthumous Separation / Retirement:</i> _____		<i>Relationship to the PCG Personnel:</i> _____		
<i>Person to Notify in Case of Emergency:</i> _____				
<i>Relationship to the Person:</i> _____		<i>Contact No. of the Person:</i> _____		
<i>Address of the Person:</i> _____				

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Formal/Semi-Formal (at least
Shirt with collar or Blouse with collar & sleeve

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SIGNATURE OVER PRINTED NAME / DATE

OFFICE/UNIT ADMIN OFFICER / DATE

TO BE ACCOMPLISHED BY ID SECTION PERSONNEL

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Date and Time Received: _____ No.: _____

Applicant's PCG Serial Number: _____

ID Section Personnel: _____
RANK & LAST NAME | SIGNATURE

104