**What are the Requirements:**

1.    Fully accomplished application form (CS Form No. 100 Revised November 2012).  The spaces for “Signature of Applicant” and “Right Thumbmark” on the form should be left blank.  These shall be accomplished in the presence of the CSC processor.

2.    Four (4) copies of identical pictures with specificationas follows:

       -  Philippine passport size (4.5 cm x 3.5 cm  or  1.8 inches x 1.4 inches)  
       -  colored, with white background  
       -  printed on good quality photo paper  
       -  in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag position  
          at approximately 1 inch or  2.54 cm below the chin);  
       -  in bare face (with no eyeglasses or any accessories that may cover the facial features);  
       -  showing left and right ears;  
       -  taken in full-face view directly facing the camera  
       -  with neutral facial expression and both eyes open  
       -  with full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name, if any  
          (e.g. JUAN C. DELA CRUZ, JR.), and signature over printed name  
       -  taken within the last three (3) months prior to filing of application

3.   Original and photocopy of any valid ID containing applicant’s clear picture, date of birth, signature, and signature of the authorized head of the issuing agency such as Driver’s License, SSS ID, GSIS ID, Philhealth ID, current Company/OfficeID, current School ID, Postal ID, BIR ID, Barangay ID, Voter’s ID, Valid Passport, or Police Clearance (Note:  Any other ID not included in the list shall NOT be accepted.)  
  
       -  IDs lacking information, particularly the applicant’s date of birth, should be supported by Birth Certificate issued/authenticated  
          by the National Statistics Office(NSO) or Local Civil Registrar (LCR).