

**E-1**

COV-01199 (03-2015)

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM  
PERSONAL RECORD**  
FOR ISSUANCE OF SS NUMBER

SS NUMBER

**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 AND REMINDERS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

**PART I - TO BE FILLED OUT BY THE REGISTRANT****A. PERSONAL DATA**

NAME (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		DATE OF BIRTH (MMDDYYYY)
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated <input type="checkbox"/> Others _____
NATIONALITY		RELIGION
HOME ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)		PLACE OF BIRTH (CITY/MUNICIPALITY, PROVINCE) (CITY, COUNTRY, if born outside the Philippines)
(BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY) (PROVINCE) (COUNTRY)		ZIP CODE
MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS	TELEPHONE NUMBER (COUNTRY CODE+ AREA CODE+ TEL. NO.)
FATHER (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		
MOTHER'S MAIDEN NAME (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		

**B. BENEFICIARY/IES**

SPOUSE (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		DATE OF BIRTH (MMDDYYYY)
CHILD/REN (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		DATE OF BIRTH (MMDDYYYY)
1.		
2.		
3.		
4.		
5.		
OTHER BENEFICIARY/IES (If without spouse and child and parents are both deceased) (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)		RELATIONSHIP
1.		
2.		

**C. FOR SELF-EMPLOYED/OVERSEAS FILIPINO WORKER/NON-WORKING SPOUSE**

<b>SELF-EMPLOYED (SE)</b> Profession/Business _____ Year Prof./Business Started _____ Monthly Earnings P _____	<b>OVERSEAS FILIPINO WORKER (OFW)</b> Foreign Address _____ _____ Monthly Earnings P _____ Are you applying for membership in the Flexi-Fund Program? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>NON-WORKING SPOUSE (NWS)</b> SS No./Common Reference No. of Working Spouse _____ I agree with my spouse's membership with SSS. _____ SIGNATURE OVER PRINTED NAME OF WORKING SPOUSE
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**D. CERTIFICATION**

I certify that the information provided in this form are true and correct.  
(If registrant cannot sign, affix fingerprints in the presence of an SSS personnel.)

Registrant is required to affix fingerprints.

\_\_\_\_\_  
PRINTED NAME\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE

RIGHT THUMB

RIGHT INDEX

**PART II - TO BE FILLED OUT BY SSS**

BUSINESS CODE (FOR SE)	WORKING SPOUSE's MSC (FOR NWS) P _____	RECEIVED BY (REPRESENTATIVE OFFICE/PARTNER AGENT)	RECEIVED & PROCESSED BY (MSS, BRANCH/FOREIGN OFFICE)
MONTHLY SS CONTRIBUTION (FOR SE/OFW/NWS) P _____	APPROVED MSC (FOR SE/OFW/NWS) P _____	SIGNATURE OVER PRINTED NAME	SIGNATURE OVER PRINTED NAME
START OF PAYMENT (FOR SE/NWS)	FLEXI-FUND APPLICATION (FOR OFW) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DATE & TIME	DATE & TIME

## INSTRUCTIONS

1. Fill out this form and submit to the nearest SSS branch/office together with the required documents.
2. Fill out the applicable portions as follows:  
**Parts I-A, B and D, if applying for SS number as pre-employment requirement**  
**Parts I-A, B, C and D, if applying for Self-Employed, Overseas Filipino Worker (OFW) or Non-Working Spouse membership**
  - For Part I-B "BENEFICIARY/IES", use separate sheet, if necessary.
3. If downloaded from the internet, please fill-out in two (2) copies.

## LIST OF DOCUMENTARY REQUIREMENTS

### **A. ID Cards/Documents for the Issuance of SS Number**

Present original and submit photocopy/ies of the following:

#### Primary ID Cards/Documents - any one (1)

1. Baptismal Certificate
2. Birth Certificate
3. Driver's License
4. Passport
5. Professional Regulation Commission (PRC) card
6. Seaman's Book (Seafarer's Identification and Record Book)

Secondary ID Cards/Documents - any two (2) in the absence of the Primary ID Cards/Documents with at least one (1) **with date of birth (DOB)**

1. Alien Certificate of Registration
2. ATM card (with cardholder's name)
3. Bank Account Passbook
4. Baptismal Certificate of child/ren
5. Birth Certificate of child/ren
6. Certificate from any of the following, whichever is applicable:
  - Office of Southern Cultural Community
  - Office of Northern Cultural Community
  - National Commission on Muslim Filipinos
7. Certificate of Licensure/Qualification Documents from Maritime Industry Authority
8. Company ID card
9. Credit card
10. Firearm License card issued by Philippine National Police (PNP)
11. Fisherman's card issued by Bureau of Fisheries and Aquatic Resources (BFAR)
12. Government Service Insurance System (GSIS) card/ Member's Record/Certificate of Membership
13. Health or Medical card
14. Home Development Mutual Fund (Pag-IBIG) Member's Data Form
15. Homeowners Association ID card
16. ID card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)
17. ID card issued by professional association recognized by PRC

18. Life Insurance Policy
19. Marriage Contract/Marriage Certificate
20. National Bureau of Investigation (NBI) Clearance
21. Overseas Worker Welfare Administration (OWWA) card
22. Philippine Health Insurance Corporation (PHIC) ID card
23. Police Clearance
24. Postal ID card
25. School ID card
26. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)
27. Senior Citizen card
28. Student Permit issued by Land Transportation Office (LTO)
29. Taxpayer's Identification Number (TIN) card
30. Transcript of Records
31. Voter's Identification card or Voter's Affidavit/ Certificate of Registration

### **B. Supporting Documents for Spouse and Child/ren**

Present original and submit photocopy/ies:

#### For married female registrant

- Marriage Contract/Marriage Certificate

#### For male/female non-working spouse registrant

- Marriage Contract/Marriage Certificate or a copy of Working Spouse's SS Form E-4 where the name of the Non-Working Spouse is indicated

#### For widowed

- Marriage Contract/Marriage Certificate
- Death Certificate of spouse

#### For legally separated

- Decree of Legal Separation

#### For reporting child/ren, whichever is applicable

- Birth Certificate/s
- Baptismal Certificate/s or its equivalent
- Birth Certificate/s with annotation of "Legitimated"
- Decree of Adoption

### **C. Documents for local enrolment in the Flexi-fund Program**

Present original and submit photocopy of Valid Overseas Employment Certificate (OEC) or E-receipt issued by POEA.

## REMINDERS

1. New registrant who is over sixty (60) years old and not a surviving spouse/guardian, is not qualified to apply for an SS number.
2. Your SS number is your lifetime number. You should not have more than one SS number.
3. The original or certified true copy of the following required documents shall be issued by the City or Municipal Civil Registrar or National Statistics Office:
  - 3.1 Birth Certificate
  - 3.2 Marriage Contract/Marriage Certificate
  - 3.3 Death Certificate