



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
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 Healthline 441-7444 www.philhealth.gov.ph



**PHILHEALTH CIRCULAR**

No. USD s. 2012

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**SUBJECT: Updated Documentary Requirements for Member Registration, Amendment and Benefit Availment**

Pursuant to PhilHealth Circular No. 29 series of 2010, all members of the National Health Insurance Program (NHIP) registering or amending their member information shall use the PhilHealth Member Registration Form (PMRF) attaching therein the appropriate documentary requirements for submission to the nearest PhilHealth Office. For amendments, the member may also use the Member Data Record (MDR) on which to write legibly the changes in member information and submit together with the appropriate supporting documents to the nearest PhilHealth Office for updating.

The following are the documentary requirements for member registration, declaration of dependents, benefits availment including the necessary requisites for amendment to be attached to the PMRF, MDR or PhilHealth Claim Form 1:

PURPOSE	REQUIREMENTS
<b>1. Member Registration/Enrollment</b>	
	<b>Any of the following:</b> A. Birth Certificate; <b>OR</b> B. <b>Any</b> valid IDs/documents listed in <b>Annex A</b> <u><b>For Orphans:</b></u> A. Affidavit of Guardianship, if guardian is relative; <b>OR</b> B. Certificate of Foundling from Civil Registry, with DSWD Certification, if sponsored by an institution.
<b>2. For Declaration of Dependents</b>	
2.1 Spouse	<b>Any of the following:</b> A. Marriage Certificate/Contract; <b>OR</b> B. <b>Any</b> valid IDs/documents in <b>Annex A (2d or 2e)</b> , whichever is applicable C. For Muslims, Affidavit of Marriage issued by the Office of Muslim Affairs that passed through the Shari'a Court must be registered/authenticated in the NSO. D. For Indigenous Peoples, Certificate of Tribal Membership issued by or Barangay Captain <b>AND</b> Certificate of Confirmation on the Authenticity of the Marriage issued by the Regional NCIP.
2.2 Children	<b>Any of the following:</b> A. Birth Certificate; <b>OR</b> B. <b>Any</b> valid IDs/documents in <b>Annex A(1.2) AND in A(2)</b> A. Court Decree/Resolution of Adoption; <b>AND</b>
2.2.1 Legitimate or illegitimate below 21 yrs. old	
2.2.2 Adopted, below 21 yrs. old	

**PHILHEALTH**  
 MA. TERESA A. QUIAQUIT  
 A.O. IN CHARGE  
 Date: 05/11/12  
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PURPOSE	REQUIREMENTS
	B. <b>Any</b> of the following: 1. Birth Certificate of adopted child; <b>OR</b> 2. <b>Any</b> two (2) valid IDs/documents in <b>Annex A</b> : a. One from 1.2 <b>AND</b> b. One from 2
2.2.3 Stepchild/ren below 21 yrs. old	A. Marriage Certificate between natural parent and stepmother/stepfather; <b>AND</b> B. <b>Any</b> of the following: 1. Birth Certificate of adopted child; <b>OR</b> 2. <b>Any</b> two (2) valid IDs/documents in <b>Annex A</b> : a. One from 1.2 <b>AND</b> b. One from 2
2.2.4 Mentally or physically disabled, 21 yrs. Old and above	A. Medical Certificate from attending physician stating and describing extent of disability; <b>AND</b> B. <b>Any</b> of the following: 1. Birth Certificate of adopted child; <b>OR</b> 2. <b>Any</b> two (2) valid IDs/documents in <b>Annex A</b> : a. One from 1.2 <b>AND</b> b. One from 2
2.3 Parents 2.3.1 60 yrs. old and above	<b>Any</b> of the following: A. Birth Certificate of both registrant and parent; <b>OR</b> B. <b>Any</b> valid documents listed in <b>Annex A (2)</b> of <b>BOTH</b> registrant and parent
2.3.2 Stepparents 60 yrs. old and above	<b>ALL</b> of the following: A. Marriage Certificate/Contract between biological parent and stepparent; <b>AND</b> B. Birth Certificate of stepparent or <b>Annex A (1.1)</b> ; <b>AND</b> C. Birth Certificate of member or <b>ANY</b> document listed in <b>Annex A (2)</b> proving relationship of member and biological parent
2.3.3 Adoptive parents, 60 yrs. old and above	A. Court Decree/Resolution of Adoption of member; <b>AND</b> B. <b>Any</b> of the following: 1. Birth Certificate of Adoptive parent; <b>OR</b> 2. <b>Any</b> valid ID/document of adoptive parent listed in <b>Annex A (1.1)</b>
<b>3. For Amendment</b>	
3.1 Name and Date of Birth of Member and/or dependent/s	<b>Any</b> of the following: A. Birth Certificate; <b>OR</b> B. <b>Any</b> valid ID/document listed in <b>Annex A</b>
3.2 Civil Status	<b>Any</b> of the following: A. Marriage Certificate/Contract; B. Court Decision; C. Death Certificate; <b>OR</b> D. <b>Any</b> valid document listed in <b>Annex A (2d)</b> or <b>Annex A (2e)</b>

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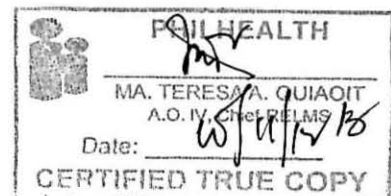
MA. TERESA A. QUIAGIT  
A.O. IV, Chief-RELS/MS

Date: 08/11/12

**CERTIFIED TRUE COPY**

PURPOSE	REQUIREMENTS
<b>4. For Benefit Availment</b>	
4.1 Member	A. Appropriate PhilHealth Claim Form 1; <b>AND</b> B. <b>Any</b> of the following: 1. PhilHealth Identification Card (PIC); 2. PhilHealth Number Card (PNC) together with <b>any</b> valid ID/document listed in <b>Annex A</b> ; <b>OR</b> 3. Pantawid Pamilya Pilipino Program ID
4.2 Dependent	A. Appropriate PhilHealth Claim Form 1; <b>AND</b> B. PNC, <b>or Any</b> photo bearing valid ID; <b>AND</b> C. <b>Any</b> of the following: 1. Member Data Record (MDR) reflecting name of dependent patient; <b>OR</b> 2. <b>Any</b> valid document listed in <b>Annex A (2)</b>
4.3 Acceptable proof of contributions	<p><b><u>Overseas Workers Program Members:</u></b>  <b>Any</b> of the following:            A. Validated Remittance Forms of banks and remittance centers;            B. Official Receipt issued by recognized remittance centers;  <b>OR</b>            C. Validated Payment Slip</p> <p><b><u>Employed Members:</u></b>            A. Duly signed PhilHealth Claim Form 1 (CF1); <b>OR</b>            B. Employer Certification</p> <p><b><u>Individually Paying Member:</u></b>  <b>Any</b> of the following:            A. PhilHealth Official Receipt (POR);            B. PhilHealth Agent's Receipt (PAR);            C. Printed proof of payment from PhilHealth website;            D. Certificate of Premium Payment (CPP);            E. Validated Bayad Center Payment Form;            F. Validated Payment Receipt of ACAs;            G. Validated Acknowledgement Receipt of ACAs;            H. Sendout Form from MLhuiller ( for online transaction);            I. Sendout Form Remote Transaction from MLhuillier (for offline transaction);            J. Validated Payment Slip; <b>OR</b>            K. Validated PhilHealth Premium Order Slip (PPOS) and Point-of-Sale Generated Receipt (POS-GR)</p>

All concerned institutions shall require from transacting individuals/members **only those applicable documents** mentioned in the foregoing enumeration.



This Circular shall take effect fifteen (15) days from publication in any newspaper of general circulation and shall be deposited thereafter with the National Administrative Register at the University of the Philippines Law Center.

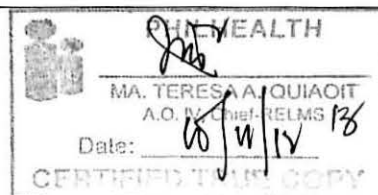
All other previous issuances inconsistent with this Circular are hereby amended and/or repealed accordingly.

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**DR. EDUARDO P. BANZON**  
President and Chief Executive Officer 10/10/12



## LIST OF OTHER VALID IDENTIFICATION CARDS AND DOCUMENTS

PURPOSE	REQUIREMENTS
I. Proof of Identity and Age 1.1 For 18 yrs old and above	a. Baptismal Certificate b. GSIS/SSS Members' ID c. Passport d. Driver's License e. Professional Regulatory Commission (PRC) ID f. National Bureau of Investigation (NBI) Clearance g. Police Clearance h. Voter's ID i. Postal ID j. Senior Citizen's Card k. Overseas Workers Welfare Administration (OWWA) ID l. Overseas Filipino Worker (OFW) ID m. Alien Certification of Registration/Immigrant Certification of Registration n. Identification Cards Issued by Recognized Government Institutions/Agencies/Corporations o. Certificate from the National Council for the Welfare of Disabled Persons (NCWDP) p. Department of Social Welfare and Development (DSWD) or Local Social Welfare Development Officer (LSWDO) Certification q. Integrated Bar of the Philippines Identification Card r. Company IDs issued by private entities or institutions registered with or supervised or regulated by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC) s. Barangay Certification, subject for validation t. Affidavit from two(2) Disinterested Persons, subject for validation
1.2 For minors below 18 yrs. old	a. Certificate of live birth (newborns) b. Baptismal Certificate c. School ID d. Passport e. Police Clearance f. Alien Certification of Registration/Immigrant Certification of Registration g. Certificate from the National Council for the Welfare of Disabled Persons (NCWDP) h. Department of Social Welfare and Development (DSWD) or Local Social Welfare Development Officer (LSWDO) Certification i. Integrated Bar of the Philippines Identification Card j. Barangay Certification, subject for validation k. Affidavit from two(2) Disinterested Persons, subject for validation



PURPOSE	REQUIREMENTS
2. Proof of Relationship	a. Certificate of live birth (for newborns) b. Baptismal Certificate c. Department of Social Welfare and Development (DSWD) or Local Social Welfare Development Officer (LSWDO) Certification d. Barangay Certification, subject for validation e. Affidavit from two(2) Disinterested Persons, subject for validation

**NOTE:**

Affidavits administered by the following officials authorized to administer oath, as provided in Administrative Code of 1987, as amended (Republic Act 6733, Section 41), shall be accepted as valid supporting documents:

1. Members and Secretaries of both houses of the Legislative Body
2. Members of the Judiciary
3. Department Secretaries
4. Governors and Vice Governors
5. City/Municipal Mayors
6. Bureau/Regional Directors
7. Clerks of Court
8. Register of Deeds
9. Other Civilian Officers in the Public Service of the Philippine government whose appointments are vested upon the President and are subject to confirmation by the Commission on Appointments
10. All other Constitutional Officers
11. Public Notaries

