

**DEPARTMENT OF CIVIL AND NATIONAL REGISTRATION**  
**GUIDELINES FOR COMPLETING OMANG APPLICATIONS**

The following notes are meant to guide officers during completion of applications to ensure that applications meet basic requirements for issuance of Omang. Kindly confirm that the following fields have been completed properly before posting the application form.

1. Date of application- this should correspond with the date on the date stamp
2. Place of application
3. Full name enumerator
4. Full name field supervisor- should not be the same person as the enumerator. The supervisor should ensure that he/she checks the form thoroughly and then sign his/ her name
5. Commissioner of oath
6. Applicant's signature- **use black ink only**
7. Thumb prints- **use black ink.** Ensure that nothing encroaches into the fingerprint box such as date stamp.
8. Applicant's photo- **black and white**
9. Proof of change- examples are certified copy of marriage certificate, change of surname authorization letter, hospital/ school confirmation or any other official document. Applications for change in personal particulars should be accompanied by a signed letter by the applicant.
10. Proof of payment of application fee- second schedule applications only. Fresh (first schedule) applications do not pay application fee. The application fees are P5.00 for renewal and changes while for lost cards it is P110.00. Applicants who can prove that the loss of their Omang was not their fault should attach such proof and pay P5.00.
11. Completeness of information- **all fields are mandatory.**

- ❖ Do not forget to complete the dual citizenship field in case of applicants who hold dual citizenship. Dual citizens with less than eighteen months before their 21<sup>st</sup> birthday should attach certificate of renunciation.
- ❖ Attach certified copy of the applicant's citizenship certificate where applicable.
- ❖ Birth certificate is the primary document used as proof of birth.
- ❖ The district of residence, village/ town and ward name refer to the applicant's permanent residential address, which is where the applicant originates.
- ❖ Minimize cancellations and DO NOT use T- pex. The applicant should sign against any cancellations made.

NB: Both first and second schedule application forms are security documents, therefore scanned copies will not be accepted.