



TERRAZAS DE PUNTA FUEGO VILLAGE  
HOMEOWNERS' ASSOCIATION, INC.

Paste 1X1  
picture  
here

**I.D. APPLICATION FORM**

**Caretaker**

<b>Applicant's Information (To be filled up by the applicant)</b>							
LAST NAME			FIRST NAME			M.I.	
Home Address							
Birth Date		Birthplace					
Occupation		Contact Number/s					
Height	Sex		Eyes	BL( )	BR( )	Others	
Weight	M( )	F( )	Hair	BL( )	BR( )	Others	
Civil Status	S( )	M( )	W( )	Complexion	Dark( )	Fair( )	Others
PERSON TO NOTIFY IN CASE OF EMERGENCY							
Address							
Relation		Contact Number					
Applicant's Signature				Right Thumbmark			

<b>Endorsement (To be filled up by the Requisitioning Contractor / Party/ Homeowner)</b>							
This is to request that an I.D./Pass be issued in favor of the above applicant. I further acknowledge and accept the Administration's Guidelines on this matter and undertake to abide by the same including notifying the Administration once the person leaves my employ and thus surrendering his/her I.D./Pass.							
LAST NAME			FIRST NAME			M.I.	
Position			Name of Company				
Address			Company Address				
Contact Number/s			Company Contact Number/s				
Signature Over Printed Name							

**Requirements:**

1. New Application
  - a. NBI or Police Clearance/Nasugbu PNP (For non-local hires)
  - b. Barangay Clearance (Brgy. Natipuan for all applicants)
  - c. Two (2) pieces 1 X 1 I.D. picture recently taken
  - d. Medical Exam( Drug Test and Xray) with the accredited Diagnostic Center – **Immanuel Diagnostic and Drug Testing Laboratory**
2. Renewal - Same requirements plus surrender of expired I.D.
3. Lost I.D. - Same requirements plus Certification from Employer that the ID was lost and Police report and/or Affidavit

**Fees:** P 100.00 Valid for One (1) Year.

**NOTE:** All applicants should be present at the Village Office for their signature and thumb mark.

<b>Approval (To be filled up by TPFVHAI administration)</b>				
Date of Filing	Processed	Release		
		Date	Recipient	Guard-on-Duty