



AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center, Narra Street, Alabang, Muntinlupa City
Tel. No. 842-4411; FAX 842-5203

AAVA ID APPLICATION FORM

Date/Petsa: _____

Name/Pangalan: _____
Last Name (*Apelyido*) / First Name (*Unang Pangalan*)

Address/Tirahan sa Labas: _____

Mother's Maiden Name/Pangalan ng Ina: _____
Last Name (*Apelyido sa Pagkadalaga*) / First Name (*Unang Pangalan*)

Father's Name/Pangalan ng Ama: _____
Last Name (*Apelyido*) / First Name (*Pangalan*)

Birth Date/Araw ng Kapanganakan: _____
Month (*Buwan*) / Day (*Petsa*) / Year (*Taon*)

Place of Birth/Pook ng Kapanganakan: _____

Distinguishing Marks/Pagkakilanlang Tanda: _____

Sex/Kasarian: _____ Civil Status/Katayuang Sibil: _____ Height/Taas: _____ Weight/Bigat: _____

Blood Type/Tipo ng Dugo: _____ Provincial Address/Tirahan sa Probinsya: _____

ID card Presented: _____ ID Number & Expiration Date: _____

Employer's Name/Pangalan ng Amo: _____
Last Name (*Apelyido*) / First Name (*Unang Pangalan*)

Address/Tirahan: _____ Telephone no.: _____

Nature of Work/Trabaho: _____ Domicile: Stay-in? Yes No (To be filled up by Employer)



RIGHT THUMBMARK

Applicant's Signature

TYPE OF ID/PASS	VALIDITY	FEE
<input type="checkbox"/> RESIDENT'S RELATIVE	1YEAR	P150.00
<input type="checkbox"/> DH, DRIVER, GARDENER	1YEAR	P150.00
<input type="checkbox"/> CONSTRUCTION WORKER	6MONTHS	P150.00
<input type="checkbox"/> SECURITY GUARD	1YEAR	P150.00
<input type="checkbox"/> OTHERS	1YEAR	P150.00

REQUIREMENTS:

1. FOR NEW APPLICANT'S

- 1) **Endorsement Letter from the Resident-Employer.**
- 2) **For Resident Relative-** Endorsement Letter from the Resident that the applicant is indeed his/her Relative & Drug Test Result.
- 3) **For Construction Worker-** NBI Clearance & Drug Test Result.
- 4) **For Domestic Helpers/Gardeners-** NBI Clearance & Drug Test Result, Seminar.
- 5) **For Drivers-** NBI Clearance, Drug Test Result & Photocopy of Applicant's Driver License, Seminar.
- 6) **For Security Guards-** NBI Clearance, Drug Test Result & Photocopy of Applicant's SG License, Mission Order or Duty Detail Order & Neuro-psycho Test Result, Seminar.
- 7) **Private Security Aides-** NBI Clearance, Drug Test Result & Photocopy of Neuro-psycho Test Result & Permit to Carry Firearm.
- 8) **AFP, PNP & Other Gov't. Security Units-** Drug Test Result, Photocopy of Applicant's Mission Order & Permit to Carry Firearm, if Firearm is not described in the Mission Order.

2. FOR RENEWAL OF ID

- 1) Endorsement Letter from the Resident-Employer.

3. FOR LOST ID

- 1) Certification from the Employer that the ID was lost.

4. FOR HOUSEHELPS TRANSFERRING FROM ONE RESIDENCE TO ANOTHER INSIDE THE VILLAGE

- 1) Endorsement Letter from the Employer, NBI Clearance, Drug Test Result by Lifeline Clinic & Seminar.
- 2) Clearance from the Previous Employer.

NOTE: All Applicants should be present for picture taking, signatures and thumb mark.

E – N – D – O – R – S – E – M – E – N – T

This is to request that an ID/PASS be issued in favor of the above applicant. I further acknowledge and accept the Association's guideline on this matter and undertake to abide by the same including notifying AAVA once this person leaves my employ and surrendering his/her ID/PASS.

RESIDENT/ Last Name _____ First Name _____ MI _____

CONTRACTOR/ Address _____

TENANT Phase _____ Block _____ Lot _____ Code _____ Tel. No. _____

ID NO. _____

Signature _____