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|  | **Professional Regulation Commission** |
| **APPLICATION FORM FOR RENEWAL/ REPLACEMENT OF ASEAN ARCHITECT (AA) IDENTIFICATION CARD** |

***Instructions: Fill in all the required information. DO NOT leave an item blank. DO NOT abbreviate. If item is not applicable, indicate “N/A”.***

Passport Size ID

Photo of the applicant in plain white background with COMPLETE NAME TAG, taken within the last 6 months

Renewal

Replacement / Duplicate

**PART I. PERSONAL DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | Given Name: | | Middle Name: | Suffix: |
| Citizenship: | Birthdate (mm/dd/yyyy): | | Civil Status: | |
| PRC PIC Registration No. & Validity (mm/dd/yyyy): | | ASEAN Architect Registration No.: | | |
| Contact number: | | Local Mailing Address: | | |
| E-mail Address: | |

**PART II. PRACTICE OF PROFESSION**

|  |  |
| --- | --- |
| Current Place of Practice (Country): | Name of Employer/Company/Agency: |
| Complete Address Employer/Company/Agency: |

I hereby declare that I have no record of any violation of technical, professional or ethical standards, local and international, applicable to the practice of architecture.

I hereby certify that the above information is true and correct to the best of my knowledge. I further authorize the Professional Regulation Commission (PRC) to validate and/ or investigate the authenticity of all the documents presented. Further, I have read, understood, and agree with the PRC Privacy Notice, I give my express consent to the collection and processing of my personal data in accordance thereto.

Signature over printed name of applicant Date Accomplished

NOTE: PRC registered Representative/s filing application/s for renewal and claiming the ASEAN Architect ID on behalf of the applicant must present a valid identification cards of both the authorized signatory and the representative and a letter of authorization duly signed by the concerned applicant. For non-registered representative/s, any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant shall be presented.

***- - - - - - - - - - - - - - - - - - - - - - - - - - - - - To be filled out by PRC Processor - - - - - - - - - - - - - - - - - - - - - - - - - - - -***

|  |  |  |
| --- | --- | --- |
| **CLAIM SLIP (ASEAN Architect Identification Card)** | | |
| *Name of Applicant* |  | |
| *Date of Appointment* |  | |
| *Received by:* | NAME and SIGNATURE | DATE |

**Requirements for Renewal of ASEAN Architect Identification Card**

An ASEAN Architect shall renew his/her ASEAN Architect Identification Card simultaneous with the renewal of PRC Professional Identification Card. The following documents shall be submitted for this transaction:

1. Duly accomplished Application Form for Renewal of AA Identification Card;
2. Photocopies of the valid PRC Professional Identification Card and AA Identification Card;
3. Certificate of Compliance with the Continuing Professional Development (CPD) requirement issued by the PRC Regional Office;
4. Two (2) copies of updated passport size picture (Colored with white background and nametag); and
5. Copy of PRC Official Receipt of the payment for the renewal fee.

**Requirements for Replacement/ Duplicate of ASEAN Architect Identification Card**

**An ASEAN Architect may request for the replacement/duplicate copy of his/her ASEAN Architect Identification Card by filing an application to the concerned PRC Regional Office - Registration Section and submission of the following documents:**

1. Duly accomplished Application Form for Replacement of ASEAN Architect Identification; and,
2. Affidavit of loss or submission of damaged ASEAN Architect Identification Card.

**MANUAL PROCEDURE** (Temporary until the online application has been implemented): The process of application for renewal/replacement of ASEAN Architect Identification Card are as follows:

1. The applicant downloads the application form from the PRC website and, after completing it, submit the form along with the other required documents to the concerned PRC Regional Office - Registration Section.
2. The Regional Office processes and verifies the completeness of the requirements submitted. Applications with incomplete documentary requirements shall be returned to the applicant for completion.
3. The Regional Office prints and releases the renewed/replaced ASEAN Architect Identification Card to the applicant. The applicant validates the data printed in the ASEAN Architect Identification Card.

If the renewal/replacement or claiming of the renewed/replaced ASEAN Architect Identification Card is through a representative, the following should be presented:

1. Any valid government-issued ID; and
2. Authorization letter and PRC-issued PIC, if the representative is a PRC registered professional; or a Special Power of Attorney, if not a registered professional.

For further inquiries, you may get in touch with the Regional Office where you have applied for the renewal or replacement of ASEAN Architect Identification Card.