



**Republic of the Philippines**  
**Professional Regulation Commission**  
**Manila**

PRC REG Form No. 006 (Rev. Sept 2002)

**REGISTRATION DIVISION**

**ACTION SHEET FOR REGISTRATION CERTIFICATE REPLACEMENT**

Date filed: \_\_\_\_\_ Date due: \_\_\_\_\_

NAME: \_\_\_\_\_  

Last Name
First Name
Middle Name
Married Name

PROFESSION: \_\_\_\_\_ CERTIFICATE NO.: \_\_\_\_\_ DATE REGISTERED: \_\_\_\_\_

FOR PRC PROCESSING		
Amount: _____ O.R. No. : _____ Date: _____ Issued by: _____	Verified by: _____ <div style="text-align: center; margin-top: 5px;">(Signature over printed name)</div> _____ <div style="text-align: center; margin-top: 5px;">(Signature over printed name)</div>	Checked by: _____ <div style="text-align: center; margin-top: 5px;">Unit Head, Registration Division</div> Recommending Approval: _____ <div style="text-align: center; margin-top: 5px;">Chief, Registration Division</div>

PLEASE FILL OUT THIS CLAIM SLIP

**CERTIFICATE REPLACEMENT CLAIM SLIP**

NAME: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

CERTIFICATE NO.: \_\_\_\_\_ DATE REGISTERED: \_\_\_\_\_

Date filed:    Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sept   Oct   Nov   Dec  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Date due:    Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sept   Oct   Nov   Dec  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**Please present this slip to claim documents at Window \_\_\_\_\_ . REPRESENTATIVE WITH PROPER IDENTIFICATION SHOULD PRESENT AUTHORIZATION LETTER FROM THE REGISTERED PROFESSIONAL.**

\_\_\_\_\_  
**REGISTRATION OFFICER**

## PROCEDURES

**Step 1.** Accomplish this Action Sheet (AS).

**Step 2.** Pay prescribed fees at the Cashier:

**Step 3.** Present duly accomplished AS together with the Affidavit of Loss/Damage and receive claim slip at:

Window 16

Window 18

Window 30

**Step 4.** Claim your documents as scheduled. Please refer to your claim slip for further instructions.

## REQUIREMENTS

1. Duly accomplished Action Sheet
2. Affidavit of Loss/Damage
3. Official Receipt
4. Passport size picture with name tag