



APPLICATION FOR REPLACEMENT OF LOST/STOLEN IDENTIFICATION CARD

I. Statement of Lost Identification Card

I, Mr./Ms. _____, a _____ year student, taking up Bachelor of/in _____ from the College of _____ with student number _____ do hereby depose and say:

That sometime on _____ I lost my Identification Card due to _____; that earnest and diligent effort to locate the same was rendered futile; and that the same was not confiscated by authorities for violation of any law or used for illegal purposes.

In view thereof, I am requesting for the replacement of my lost Identification card. I undertake to be more careful and prudent next time so that this incident will not be repeated. I am willing to submit myself to a corresponding disciplinary action should I lose the said document again.

Signature over printed name

Signature of parent/guardian

Attested by:

Dean/Chairperson

II. Action Taken

We have already interviewed the above named student who lost the abovementioned document. We also evaluated all requirements he/she had submitted in this office and we found the same to be complete, in order, sufficient and satisfactory.

Respectfully endorsed for approval.

PROF. BARBARA P. CAMACHO
 Director, Counseling and Psychological Services

Recommending Approval:

ATTY. JOANNA MARIE A. LIAO
 Chief, University Legal Counsel Office

PROF. JOSE M. ABAT
 Director, Office of Student Services

THIS FORM IS NOT FOR SALE

PROCEDURE/STEPS

Read carefully and understand the content of this Form. Be sure that this Form is properly accomplished and signed by your parent/guardian accompanied with their ID or *Cedula (for undergrad students only)* and by your Dean/Chairperson of the College/Department before proceeding to the Guidance, Counseling and Testing Center.

Step 1 INTERVIEW AND EVALUATION OF REQUIREMENTS
Guidance, Counseling and Testing Center
 Room 205, Charlie Del Rosario Student Development Center

* Photocopy of this form (front only) before proceeding to the University Legal Office

Step 2 ENDORSEMENT OF REQUEST
University Legal Counsel Office
 Room S302, Main Academic Bldg.

Step 3 PAYMENT
Cashier's Office
 Ground floor South Wing

UNDERGRAD/LHS/ITECH			
No. of Lost	Penalty	ID Materials	Total Amount
1 st Lost	P25.00	P75.00	P100.00
2 nd Lost	P50.00	P75.00	P125.00
3 rd Lost	P75.00	P75.00	P150.00
GRADUATE SCHOOL and COLLEGE OF LAW			
1 st Lost	P25.00	P100.00	P125.00
2 nd Lost	P50.00	P100.00	P150.00
3 rd Lost	P75.00	P100.00	P175.00

Step 4 APPROVAL, PROCESSING AND ISSUANCE OF REQUEST FOR DUPLICATE COPY OF IDENTIFICATION CARD (ID)
Office of the Student Services
 Room 208, Charlie Del Rosario Student Development Center
 (Please present your latest Registration Certificate)