

WHO ARE QUALIFIED

1. **Pensioner/Guardian** - a person who is receiving monthly disability, retirement or survivor's pension (i.e. spouse and guardians) from the SSS.
2. **Active member** - a person who has made at least one month contribution to the SSS.
3. **Dependent** - a child receiving dependent's pension from SSS on account of the member's retirement, total disability or death.

DOCUMENTS REQUIRED

Any of the following:

- Passport
- PRC Card
- Seaman's Book
- Unexpired Driver's License

In the absence of the above documents, any two of the following documents (at least one with photo):

- Alien Certificate of Registration
- Birth Certificate
- Certification from the Office of Southern/Northern Cultural Communities/Office of Muslim Affairs
- Fisherman's Card issued by the Bureau of Fisheries and Aquatic Resources (BFAR)
- GSIS Member's Record
- Health or Medical Card
- ID Card issued by Professional Associations recognized by the Professional Regulation Commission (PRC)
- Major Credit Card
- Marriage Contract
- Old GSIS ID Card
- Old SS ID Card
- Overseas Workers Welfare Administration (OWWA) ID Card
- Police Clearance
- Postal ID
- Savings Account Passbook
- School ID/Company ID
- Senior Citizen Card
- SSS Blue Card for Company Representative
- Transcript of Records
- TIN Card
- Valid NBI Clearance
- Voter's ID

INSTRUCTIONS

1. Fill up one copy of this form and submit to the nearest SSS office.
2. A replacement fee of **P150.00** will be charged to be paid to any SSS-accredited bank or to the SSS Head Office.
3. Submit proof of payment and corresponding document/s for the following replacement reasons:
 - 3.1 Lost card - submit notarized affidavit of loss.
 - 3.2 Damaged card - surrender your damaged SS ID card.
 - 3.3 Change of option to print date of birth on the card - surrender your old SS ID card.
 - 3.4 Change in facial image/signature - surrender your old SS ID card.
 - 3.5 Change of name or date of birth - surrender your old SS ID card and submit Employee's Data Amendment Form (SS Form E-4) together with the supporting documents.
 - 3.6 Loss of identifying finger/s - surrender your old SS ID card.
 - 3.7 Renewal of security license - surrender your expired SS ID card.