

# List of Valid Identification Documents

## IMPORTANT NOTES & INSTRUCTIONS:

The List of Valid Identification Documents are the list of valid IDs accepted by Sun Life Investment Management and Trust Corporation (SLIMTC). Kindly ensure when submitting a copy of a valid ID, it should not be expired, is government-issued, is photo-bearing, and is signature-bearing.

### FOR FILIPINO CITIZENS

#### PRIMARY IDs

A Filipino client must submit a clear copy of any **one (1)** of the following:

- Philippine Identification Card (Phil ID)\* and ePhil ID
- Passport
- Digitized Postal ID
- Digitized Student Permit
- Digitized PhilHealth ID Card
- Professional Regulatory Commission (PRC) ID with birth date
- Driver's License
- Overseas Filipino Worker (OFW) ID
- Overseas Workers Welfare Administration (OWWA) ID
- Police Clearance Certificate / Police Clearance Data Card
- Government Service Insurance System (GSIS) e-Card
- Senior Citizen's Card
- Social Security System (SSS) ID
- Unified Multipurpose ID (UMID)
- Voter's ID
- Other IDs issued by the Government of the Republic of the Philippines, including its political subdivisions, agencies and instrumentalities
- Seaman's Book

#### Legend

\*Presentation of another valid and signature-bearing ID may be required for signature validation purposes and to update the client's record on file.

#### SECONDARY IDs

A Filipino client who will be unable to provide any of the Primary IDs must submit a clear copy of **at least two (2)** of the following:

- Integrated Bar of the Philippines (IBP) ID\*
- Barangay Resident ID Card
- Firearm License or License to Own and Possess Firearms or Permit to Carry Firearms Outside of Residence
- National Bureau of Investigation (NBI) Clearance
- Postal ID
- Solo Parent's ID
- Student / School ID\*\* (signed by the School Principal or Head of the educational institution)
- PhilHealth ID Card (Non-Digitized)
- Bureau of Internal Revenue (BIR) ID
- Person with Disability (PWD) ID
- Other non-expiring IDs issued by Government Owned or Controlled Corporations (GOCCs) and Covered Persons registered with and supervised or regulated by the BSP, SEC or IC.

#### Legend

\* The recently issued IBP IDs (including those for lifetime members) have expiry dates, while Old IBP IDs issued to lifetime members have no expiry dates.

\*\*A Student/School ID may be considered a primary ID if this is supported by a school certification stating that the student is currently enrolled in the school.

In cases where only one (1) Secondary ID (with photo and signature) can be provided, any one (1) of the following original documents must be required to verify the client's identity and a clear copy of the same must be submitted:

- a. **Birth Certificate** (issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO) or Civil Registrar Office), or a Certified True Copy of the same
- b. **Marriage Certificate** (issued by the PSA or Civil Registrar Office), or a Certified True Copy of the same;
- c. **Utility Billing Statement**, such as water, electricity, telephone, cable, internet, which contains the name and address of the client on record.

### FOR FOREIGN NATIONALS

#### VALID ID

The client must submit a clear copy of their **valid passport**.

#### ADDITIONAL REQUIREMENTS FOR FOREIGN NATIONALS RESIDING IN THE PHILIPPINES

List of Valid Identification Documents:

- a. Alien Certificate of Registration (ACR) i-Card;
- b. Alien Employment Permit (AEP);
- c. Special Resident Retiree's Visa (SRRV) ID;
- d. Special Investors Resident Visa (SIRV) ID; or
- e. Other identification documents issued by the Government of the Republic of the Philippines, including its political subdivisions, agencies and instrumentalities

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