



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 920-6401 • (632) 920-6446
E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

CIRCULAR NO. 2020-038

**TO : ALL SS NUMBER APPLICANTS
ALL CONCERNED**

**SUBJECT : ENHANCED ONLINE APPLICATION FOR SS NUMBER WITH
UPLOADING OF SUPPORTING DOCUMENTS**

Pursuant to Social Security Commission (SSC) Resolution No. 455-s.2020 dated 09 September 2020, to support the digitalization of SSS' core services, and to comply with the zero-contact policy under Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), the enhanced online application for SS number to allow uploading of supporting documents shall be implemented in the SSS Website and the SSS Mobile App based on the following guidelines:

1. The applicant shall be given the option to upload the required supporting documents provided by Circular No. 2015-012 (Annex A).
 - a. The applicant shall click the "Proceed" button to upload supporting documents.
 - b. The applicant shall select the type of document/s to be uploaded from the displayed list of supporting documents and click the "Upload" button.
2. The SSS Branch/Foreign Office shall review the uploaded supporting document/s and if found to be in order, the SS number shall be tagged with "Application thru the SSS Web/SSS Mobile App - With Submitted Document(s)".
3. The applicant shall receive an email with the advice to set an appointment with the branch using the Appointment System in the SSS Web for UMID enrollment.
4. The applicant who opted not to upload the required supporting documents shall receive an email containing the links to the required documents and to set an appointment with the branch using the Appointment System in the SSS Web.
 - a. For members who did not upload supporting documents, the SS number is tagged with "Application thru the SSS Web/SSS Mobile App - With No Submitted Document(s)". It can be used for payment of SS contributions but not for availment of loans and benefits and UMID enrollment.

- b. The applicant must go to an SSS branch where he/she set an online appointment to submit the required supporting documents for the SS number to be tagged as "Application thru the SSS Web/SSS Mobile App - With Submitted Document(s)" and be able to use the same to avail of loans and benefits and enroll for UMID.
5. Upon presentation of the supporting documents by the applicant to the SSS branch/foreign office, the SS number shall be tagged with "Application thru the SSS Web/SSS Mobile App - With Submitted Document(s)", after which the applicant shall be advised to proceed to UMID enrollment.

Please be guided accordingly.


AURORA C. IGNACIO
President and CEO *md*

10 DEC 2020

Date

ATTACHMENT: Annex A - Circular No. 2015-012

(Policy – Membership)
Prepared by: Member Electronic Services Department



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 920-6401 • (632) 920-6446
E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

CIRCULAR NO. 2015-012

TO : **ALL SSS MEMBERS
ALL CONCERNED**

SUBJECT : **LIST OF DOCUMENTARY REQUIREMENTS FOR REGISTRATION
IN SSS (ISSUANCE OF SS NUMBER) AND IN REQUESTING FOR
CORRECTION, CHANGE AND UPDATING OF MEMBER DATA
RECORD**

Pursuant to Social Security Commission Resolution Nos. 323-s.2015 dated 29 April 2015 and 246-s.2015 dated 18 March 2015, the revised list of documentary requirements for the application of registration in SSS (issuance of SS number) and the request for correction, change and updating of member data record are hereby issued:

I. REGISTRATION IN SSS (ISSUANCE OF SS NUMBER) – the registrant shall submit to the SSS a duly accomplished Personal Record Form (SS Form E-1) together with the following:

A. Required ID Cards and/or Documents for the Issuance of SS Number

1. Birth Certificate
2. In the absence of the Birth Certificate, any of the following documents:
 - Baptismal Certificate or its equivalent
 - Driver's License
 - Passport
 - Professional Regulation Commission (PRC) card
 - Seaman's Book (Seafarer's Identification and Record Book)
3. In the absence of the above ID card(s) and/or documents, any two (2) of the following, both with the correct name and at least one (1) with date of birth:
 - Alien Certificate of Registration
 - ATM card (with cardholder's name)
 - Bank Account Passbook
 - Baptismal Certificate of child/ren or its equivalent
 - Birth Certificate of child/ren

- Certificate of Confirmation issued by National Commission on Indigenous Peoples (formerly Office of Southern Cultural Community and Office of Northern Cultural Community)
- Certificate of Licensure/Qualification Documents from Maritime Industry Authority
- Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos
- Company ID card
- Court Order granting petition for change of name or date of birth
- Credit card
- Firearm License card issued by Philippine National Police (PNP)
- Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)
- Government Service Insurance System (GSIS) card/Member's Record/Certificate of Membership
- Health or Medical card
- Home Development Mutual Fund (Pag-IBIG) Transaction card/Member's Data Form
- Homeowners Association ID card
- ID card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)
- ID card issued by professional association recognized by PRC
- Life Insurance Policy
- Marriage Contract/Marriage Certificate
- National Bureau of Investigation (NBI) Clearance
- Overseas Worker Welfare Administration (OWWA) card
- Philippine Health Insurance Corporation (PHIC) ID card/Member's Data Record
- Police Clearance
- Postal ID card
- School ID card
- Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)
- Senior Citizen card
- Student Permit issued by Land Transportation Office (LTO)
- Taxpayer's Identification Number (TIN) card
- Transcript of Records
- Voter's ID card/Affidavit/Certificate of Registration

B. Additional Supporting Documents

1. For married
 - Marriage Contract/Marriage Certificate **or** a copy of Member Data Change Request form (SS Form E-4) of the spouse duly received by the SSS where the name of the registrant is reported as the spouse
2. For widowed
 - Marriage Contract/Marriage Certificate **and** Death Certificate of spouse **or** Court Order on the Declaration of Presumptive Death, if previously reported spouse is presumed dead

3. For legally separated
 - Decree of Legal Separation
4. For annulled or with void marriage
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Marriage Certificate
5. For divorced
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent
6. For divorced Muslim member
 - Certificate of Divorce (OCRG Form No. 102)
7. For reporting child/ren, whichever is applicable
 - Birth Certificate/s or Baptismal Certificate/s or its equivalent
 - Decree of Adoption

If the additional supporting documents required for reporting the civil status and dependent(s)/beneficiary(ies) of the registrant are not submitted at the time of registration, these data shall be tagged as "no documents submitted" in the registrant's personal record in SSS. The registrant should immediately update said data by submitting the required documents with the duly accomplished Member Data Change Request form (SS Form E-4). The immediate submission of additional supporting documents to SSS shall facilitate and expedite the processing of benefit claims upon contingency.

C. Required Documents for Local Enrolment in the Flexi-fund Program

- Valid Overseas Employment Certificate (OEC) or E-receipt issued by POEA

The processed copy of SS Form E-1 bearing the assigned SS number shall be released to the registrant.

II. REQUESTING FOR CORRECTION, CHANGE AND UPDATING OF MEMBER DATA RECORD – the member shall submit to the SSS a duly accomplished Member Data Change Request Form (SS Form E-4) together with the following documents, whichever is applicable:

A. Change of membership type

1. To Self-Employed
 - No required documents
2. To Non-Working Spouse (NWS)
 - Marriage Contract/Marriage Certificate or a copy of working spouse's Member Data Change Request form (SS Form E-4) duly received by the SSS where the name of the NWS is indicated as the spouse

B./C. Correction of name and/or date of birth

1. Birth Certificate or Passport
2. In the absence of the Birth Certificate and Passport, the following are the required ID cards and/or documents:
 - a. Certificate of Non-Availability of Birth Records from the City or Municipal Civil Registrar or Philippine Statistics Authority/National Statistics Office or National Archives, for the alleged correct name/date of birth; and
 - b. **Any two (2)** of the following, both with the correct name and at least one (1) with date of birth:

ID cards

- Driver's License
- Firearm License card issued by Philippine National Police (PNP)
- Government Service Insurance System (GSIS) ID Card
- Health or Medical card
- Home Development Mutual Fund (Pag-IBIG) Transaction card
- ID card issued by Local Government Units (LGUs) (e.g. Barangay/ Municipality/City)
- Overseas Worker Welfare Administration (OWWA) card
- Philippine Health Insurance Corporation (PHIC) ID card
- Postal ID card
- Professional Regulation Commission (PRC) card
- Senior Citizen card
- Taxpayer's Identification Number (TIN) card
- Voter's Identification (ID) card

Documents

- Alien Certificate of Registration
- Baptismal Certificate or its equivalent (member's)
- Birth Certificate/Baptismal Certificate or its equivalent (child/ren's)
- Certificate of Licensure/Qualification Documents from Maritime Industry Authority
- Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos
- Court Order granting petition for change of name or date of birth
- GSIS Member's Record/Certificate of Membership
- Life Insurance Policy
- Marriage Contract/Marriage Certificate
- National Bureau of Investigation (NBI) Clearance
- Pag-IBIG Member's Data Form
- PHIC Member's Data Record
- Police Clearance
- Seaman's Book (Seafarer's Identification and Record book)
- Student Permit issued by Land Transportation Office (LTO)
- Transcript of Records
- Voter's Affidavit/Certificate of Registration

3. Additional required ID cards and/or documents for the following cases:

- a. **If for correction of date of birth** and submitted birth certificate is registered after the 55th birthday - two (2) ID cards and/or documents in Item 2.b above.
- b. **If for correction to totally different name/middle name (except if due to naturalization)** - Joint Affidavit of two (2) persons who have personal knowledge of the facts and circumstances on the use of the different name/middle name stating therein that the two (2) names refer to one (1) and the same person and the reason why the name was used.

4. Required ID cards and/or documents only for the following cases:

- a. **Correction of name due to naturalization from Filipino citizenship to foreign citizenship or vice-versa** - any of the following:
 - Certificate of Naturalization issued by the Philippine Department of Foreign Affairs
 - Identification Certificate issued by the Philippine Bureau of Immigration
 - Any foreign government issued ID cards and/or documents showing the new name (e.g., Passport, Driver's License)
- b. **Correction of name due to re-marriage** - new Marriage Contract/Marriage Certificate and any of the following, whichever is applicable:
 - Death Certificate of spouse, if due to death of previously reported spouse
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Marriage Certificate, if due to annulled or void marriage with previously reported spouse
 - Court Order on Declaration of Presumptive Death, if previously reported spouse is presumed dead
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse

D. **Correction of sex** - any of the following, whichever is applicable:

- Birth Certificate
- Passport
- Member's copy of Personal Record (SS Forms E-1, RS-1, OW-1, NW-1) duly received by the SSS where the correct sex is indicated
- Court Order granting petition for correction of sex, if with erroneous entry of sex in Birth Certificate

CA

E. Change of civil status - any of the following, whichever is applicable:

1. From single to married
 - Marriage Contract/Marriage Certificate
2. From married to legally separated
 - Decree of Legal Separation
3. From married to widowed
 - a. Death Certificate of spouse, if due to death of previously reported spouse
 - b. Court Order on the Declaration of Presumptive Death, if previously reported spouse is presumed dead
4. For reversion from married to single
 - a. If legally married to previously reported spouse
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Marriage Certificate, if due to annulled or void marriage with previously reported spouse
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse
 - b. If not legally married to previously reported spouse
 - Certificate of No Marriage (CENOMAR) from Philippine Statistics Authority/National Statistics Office; and
 - Affidavit executed by the member attesting to the fact of the non-existence of marriage between him/her and the previously reported spouse

F. Updating of contact information

- No required documents

G. Updating of bank information – any one of the following (must be single savings account or current account only):

- Passbook
- For ATM, machine-validated deposit slip showing the name and bank account number of member
- Any document showing the member's name and bank account number (e.g., print-out of online banking transaction, bank statement)



2

H. Updating of member record status (from "Temporary" to "Permanent")

1. Birth Certificate or in its absence, **any** of the following ID cards and/or documents:
 - Baptismal Certificate or its equivalent
 - Driver's License
 - Passport
 - Professional Regulation Commission (PRC) card
 - Seaman's Book (Seafarer's Identification and Record Book)
2. In the absence of the above ID cards/documents, **any two (2)** of the following, both with the correct name and at least one (1) with date of birth:
 - Alien Certificate of Registration
 - ATM card (with cardholder's name)
 - Bank Account Passbook
 - Baptismal Certificate of child/ren or its equivalent
 - Birth Certificate of child/ren
 - Certificate of Confirmation issued by National Commission on Indigenous Peoples (*formerly Office of Southern Cultural Community and Office of Northern Cultural Community*)
 - Certificate of Licensure/Qualification Documents from Maritime Industry Authority
 - Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos
 - Company ID card
 - Court Order granting petition for change of name or date of birth
 - Credit card
 - Firearm License card issued by PNP
 - Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)
 - GSIS card/Member's Record/Certificate of Membership
 - Health or Medical card
 - Pag-IBIG Transaction card/ Member's Data Form
 - Homeowners Association ID card
 - ID card issued by LGUs (e.g., Barangay/ Municipality/City)
 - ID card issued by professional association recognized by PRC
 - Life Insurance Policy
 - Marriage Contract/Marriage Certificate
 - NBI Clearance
 - OWWA card
 - PHIC ID card/Member's Data Record
 - Police Clearance
 - Postal ID card
 - School ID card
 - Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)
 - Senior Citizen card
 - Student Permit issued by LTO
 - TIN card
 - Transcript of Records
 - Voter's ID card/Affidavit/Certificate of Registration

I. Updating of dependent(s)/beneficiary(ies)

1. For new/additional dependent(s)/beneficiary(ies)
 - a. If spouse - Marriage Contract/Marriage Certificate, or a copy of Member Data Change Request form (SS Form E-4) of the spouse duly received by the SSS where the name of the member requesting for update is reported as the spouse
 - b. If child/ren - Birth Certificate or Baptismal Certificate or its equivalent or Decree of Adoption
2. For deletion of previously reported dependent(s)/beneficiary(ies)
 - a. If spouse - **any** of the following whichever is applicable:
 - Decree of Legal Separation, if legally separated with previously reported spouse
 - Death Certificate of spouse, if due to death of previously reported spouse
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Marriage Certificate, if due to annulled or void marriage with previously reported spouse
 - Court Order on Declaration of Presumptive Death, if previously reported spouse is presumed dead
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse
 - b. If parent/s
 - Death Certificate, if previously reported parent/s is/are already dead
 - c. If other beneficiary/ies
 - No required documents

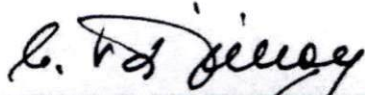
The following required documents should be the original or certified true copy issued by the City or Municipal Civil Registrar or Philippine Statistics Authority/National Statistics Office:

1. Birth Certificate
2. Marriage Contract/Marriage Certificate
3. Death Certificate

All ID cards and/or documents with English translation issued by foreign governments are acceptable.

This Circular shall take effect immediately. All other rules and regulations which are inconsistent with the provisions of this Circular are hereby repealed, amended or modified.

Please be guided accordingly.


EMILIO S. DE QUIROS, JR.
President and CEO

08 SEP 2015

Date

(Policies - Membership)

