



REQUEST FOR IDENTIFICATION CARD ISSUANCE

Date of Application: _____

Please issue a Two Serendra Condominium Corporation Identification Card to _____ who is currently under my employ as _____. He / She shall be allowed to enter and leave Unit No. _____ while he / she is working for me.

He / She has been oriented on the Two Serendra Condominium Corporation House Rules & Regulations and has been instructed to abide those. I shall be responsible for any damage to the building that may be caused by his / her misbehavior.

I agree to inform the Building Administration as soon as I terminate his / her services.

Signature over Printed Name of Employer

APPLICANT'S DATA Please Print

Last Name		First Name		Middle Name	
Home Address					
Date of Birth		Place of Birth		Civil Status	
Name of Spouse (if married)					
Height		Weight		Complexion	
				Distinguishing Mark	
SSS No.		TIN			
Name of References(atleast two)		Address of Reference Person			
1. _____					
2. _____		Contact No.			
Name of Contact in case of Emergency		Address of Contact Person			

Relationship		Contact No.			

*** This portion is to accomplished at the Administration Office

Fingerprints:

Left Thumb	Left Index Finger	Left Middle Finger	Left Ring Finger	Left Small Finger	1 x 1 ID Photo
Right Thumb	Right Index Finger	Right Middle Finger	Right Ring Finger	Right Small Finger	
Date of Release		Reason			

Signature: _____

Attach (pls. check)

____ NBI/Police Clearance ____ Signed Waiver ____ Two (2) 1x1 ID Pic.

REQUIREMENTS IN GETTING A HOUSEHOLD & DRIVER'S ID

- | | |
|--|---|
| 1. Fill-out Request for Identification Card Application | 4. 2pcs. 1x1 Pictures |
| 2. Attach Photocopy of:
- NBI/Police Clearance/Waiver/Brgy. Clearance | 5. PAYMENT: P50.00 payment center (B1, Veranda Lobby) |
| 3. Valid Government ID/ DRIVER : Driver's License | 6. SEMINAR |

OIC / Housekeeping Supervisor : _____

Date: _____