



EMPLOYMENT REGISTRATION NUMBER (ERN) APPLICATION FORM – FORM A

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Form No.	ROASD-1769
Revision No.	0
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PART A. GENERAL INSTRUCTIONS

1. Use this form to signify intent to apply Filipino and Foreign employees to secure an Employment Registration Number (ERN).
2. Changes in format are not allowed, and all fields should be properly filled out.
3. Dates must be encoded in month-day-year (Ex. April 30, 2026).
4. If the information required is not applicable, write "N/A".
5. All requirements should be submitted in digital copy.
6. Applications with incomplete information / requirements will not be accepted.

PART B. REQUIRED ATTACHMENTS / SUPPORTING DOCUMENTS

For Filipino Applicants:

1. PSA-certified birth certificate
2. Valid NBI Clearance
3. Tax Identification Number (TIN)
4. 2x2 I.D. Photo (White Background)
5. Medical Certificate

For Foreign Applicants:

1. Passport Bio page
2. Valid National Police Clearance
3. Valid work visa and permit as provided by existing laws, rules, and regulations
4. Tax Identification Number (TIN)
5. 2x2 I.D. photo (White Background)
6. Medical Certificate

PART C. APPLICATION DETAILS

Date: _____
Name of Company: _____
Business / Site Address: _____

#	LAST NAME	FIRST NAME	MIDDLE NAME	BIRTHDAY (MM/DD/YYYY)	NATIONALITY	POSITION	DATE HIRED (MM/DD/YYYY)	TYPE OF VISA	PASSPORT NUMBER	TIN	AEP NO.	9(G) VISA NUMBER	VISA VALIDITY
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TOTAL:													

PART D. CERTIFICATION

This is to certify that the information provided herein has been carefully verified and found to be updated, accurate and complete. I understand that misdeclaration and incorrect information may lead to imposition of administrative penalties.

PART E. NAME OF DECLARANT (to be filled-up by Authorized Representative)

Printed Name: _____ Contact #: _____
Position: _____ E-mail: _____

Signature