

Guidelines on how to fill out the Registration Form for Individual Professionals

STEP 1 Download the registration form

- Download thru the NPC website or use this [link](#)
- The file is best viewed with PDF reader

STEP 2 Fill-out completely

- Fill-out digitally
- Hand-written forms will not be accepted
- Do not leave any blank fields (state N/A if not applicable to you).
- If practicing more than one profession, indicate all and supply ID numbers
- The email address and Philippine cellphone number you supply shall be treated as your official contact channels

STEP 3 Affix your signature

- Append your digital signature

OR

- Print out the digitally filled-out form
- Sign by hand
- Scan the signed paper document

STEP 4 Save file

- Those who appended their digital signature should save the form as a .PDF file, with this format:
Fullname_dpo.pdf (example: delacruzjuan_dpo.pdf)
- **TAKE NOTE!!!** Those who printed out the form should save two (2) files:
 1. a .PDF file with the digitally encoded details; and
 2. the scanned and signed copy of the formexample: delacruzjuan_dpo.pdf
AND
delacruzjuan_dpo_scanned.pdf

STEP 5 Submit via email

- Send the completed form/s to the NPC via email to: dpo_indprof@privacy.gov.ph
- Take note: There is no need to notarize the registration form. For those without a digital signature, make sure there are 2 files attached:

1. the .PDF file with the encoded details;
2. the scanned and signed copy of the form.

STEP 6 Validation & Confirmation

- Upon manual validation of your submitted file, we shall send the following:
 - *Verification link via email
 - *Access Code via text messaging
- Regularly check your official email account and phone for them.
- Once you have both, you may create a user account, to enable you to proceed with Phase 2 of the NPC Registration for Individual Professionals.