

COLLECTION OF FINGERPRINT CARDS FOR USE OF THE AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM

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I. REFERENCES:

- a. HPC/INPSOPNo. 8 dated November 22, 1990;
- b. PNP Fiscal Directive No. 02-006 dated May 19, 2000, and
- c. PNP Fiscal Directive No 2005-08 dated October 9, 2005.

II. SCOPE:

This Memo Circular prescribes the procedure in the collection of fingerprint cards with attached photograph (mugshot for criminals /size 2x2 with nametag for civilians) for use of the Automated Fingerprint Identification System.

III. OBJECTIVES:

- a. Provide law enforcement agencies an expeditious mode and high degree of accuracy in the identification of persons, such as calamity victims and wanted criminals through the use of fingerprints.
- b. Achieve early solution of crimes through the use of a properly maintained database for automated comparison of fingerprints.
- c. Serve as a verification and counter-checking tool for licensed firearms owners.
- d. Help identify undesirable aliens and foreigners who entered the country illegally.
- e. Speed-up identification of persons suffering from amnesia, victims of calamities/ accidents and unidentified cadavers,

IV. GUIDELINES:

Standard fingerprints shall be collected from the following:

- b. NON-CRIMINAL;
 1. Persons applying for Police Clearance for the following purposes:
 - a. Employment (local or abroad)
 - b. Firearm license
 - c. Professional license (e.g. Security Guards, etc)
 - d. Travel abroad
 - e. Other purposes
 2. Others: e.g. unidentified cadavers, disaster victims.

V. PROCEDURE:**A. Criminal Cases**

a. As a standard procedure, fingerprints of all persons apprehended for violation of law shall be taken by the apprehending/investigating PNP unit. It is the responsibility of the concerned Chiefs of Police, Station Commanders, Chiefs of Detention Centers and/or other PNP units to see to it that the ten-print cards used in the above cases are deposited to the nearest Crime Laboratory Office, on a monthly basis. Failure to do the same shall be a basis for administrative sanction.

b. The Chiefs of the Regional, District and Provincial CL Offices shall consolidate these criminal ten-print cards and submit the same, on a monthly basis, to the Fingerprint Identification Division, CL for processing and subsequent conversion into the AFIS Database.

B. Non-Criminal Cases

a. As part of the requirements in the issuance of police clearance, security guard license, firearms license and such other licenses/clearances issued by a PNP unit/office, every applicant thereof shall properly accomplish a ten-print fingerprint card.

b. Before issuing any clearance/license, the following offices shall see to it that the applicant concerned has submitted a properly accomplished ten-print fingerprint card:

1. Clearance Section of the Directorate for Intelligence
2. SAGSD and FED of Civil Security Group
3. Regional, District (NCRPO), Provincial City Directors
4. Directors of Other PNP NSUs (as appropriate)

5. Chiefs of Police, Station Commanders, Chiefs of Stockades and Detention Centers.

c. Director of Crime Laboratory shall detail fingerprint personnel to the above-mentioned offices/units who shall conduct the proper fingerprinting of the concerned applicants. The detailed CL personnel and the concerned applicant shall follow the procedures pursuant to Fiscal Directive No. 02-006 and Fiscal Directive No. 2005-08, as regards payment of trust receipt for CL forensic examinations.

VI. RESCISSION:

All directives, memoranda and other issuances inconsistent with this Memorandum Circular are hereby rescinded accordingly.

VII. EFFECTIVITY:

This Memorandum Circular shall take effect immediately.

Adopted; 03 March 2006

(SGD.) ARTURO C. LOMIBAO

Police Director General

Chief, PNP

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