

## SECURE A COPY OF AN INCIDENT RECORD FORM (IRF)

The Directorate for Investigation and Detective Management (DIDM) developed the PNP Crime Incident Recording System (CIRS) which sets a standard procedure that will store in the electronic database system all crime incidents, including the victim, suspect and narrative details of the incident reported to the police stations. The CIRS promotes consistency in the recording of crime incidents that may be easily accessed nationwide by both Crime Registrars and the complainant. Printed copy of the data stored into the CIRS called the Incident Record Form (IRF) signed by the investigator and the complainant will be the first document to be included in the case folder. A copy of the IRF will be provided to the complainant. The IRF bears a control number which can be used by the complainant to verify and follow up the status of their complaint.

# REPORT A CRIME TO THE PNP

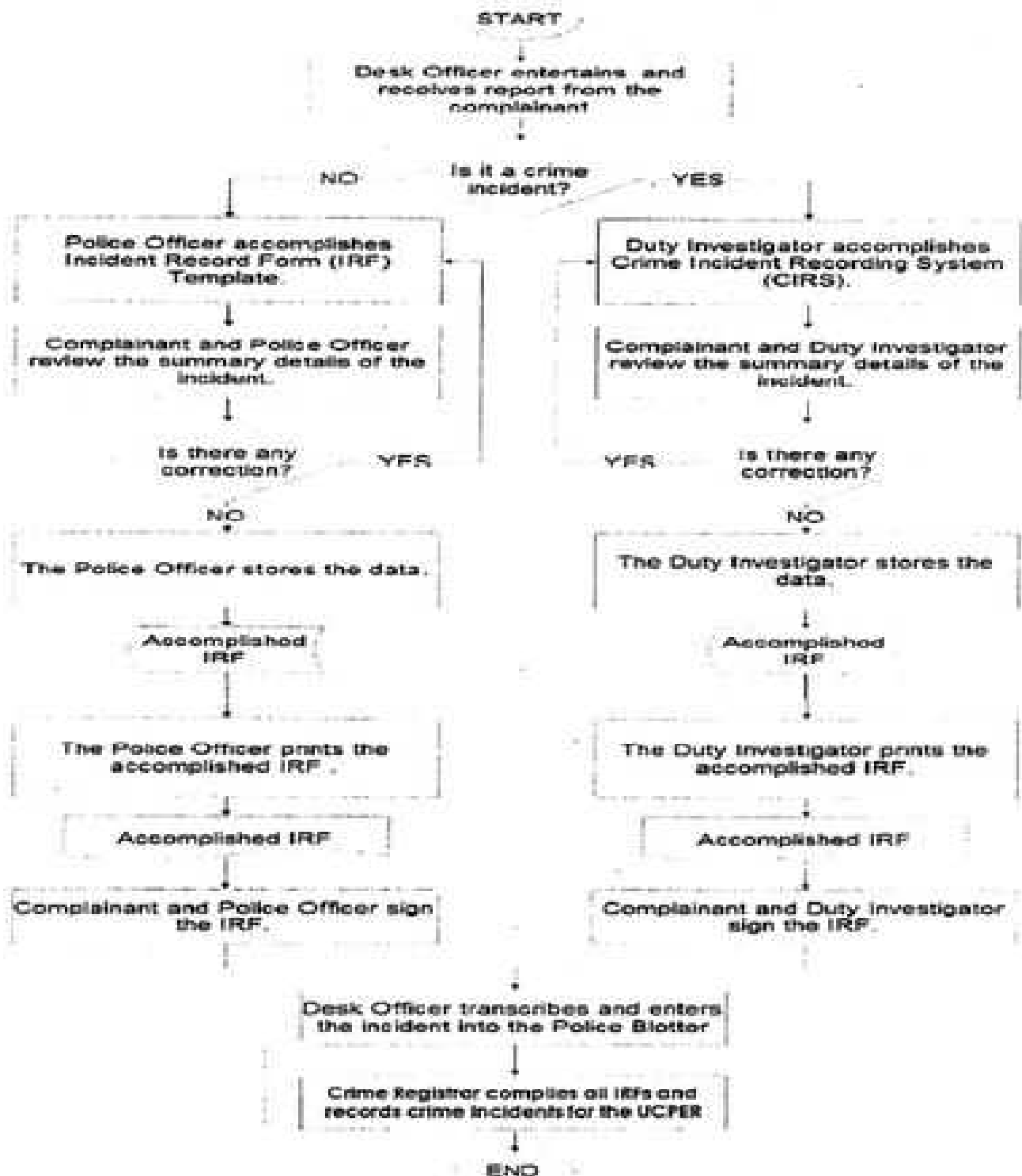
## HERE'S HOW TO DO IT...

- 1** Report to the Desk Officer about the incident so he/she can determine if it's a crime or not.
- 2** If the incident is a crime, the complainant is entered in the Duty Investigator. The complaint form is entered into the Crime Incident Recording System (CIRS).
- 3** The Duty Investigator and Complainant must review the allegation entered by the complainant and additional data before printing of Incident Record Form (IRF).
- 4** The Duty Investigator and the complainant shall sign the IRF.
- 5** Complainant must secure a copy of the IRF for future reference.

**FOR MORE INFORMATION**

- PNP TOLL: 021041573
- @PNPh hotline
- @pnppio
- FACEBOOK.COM/PNP.PD

**A friendly advisory from the Philippine National Police**



PROPOSED INCIDENT RECORD FORM (IRF)

Philippine National Police  
**INCIDENT RECORD FORM**

DATE AND TIME RECEIVED:	DATE OF INCIDENT:	TIME OF INCIDENT:
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**INSTRUCTIONS:** Refer to PNP SOP on "Reporting of Incident to the Police Officer" in filing up this form. This Incident Record Form (IRF) may be reproduced, photocopied, and/or downloaded from the PNP website, www.pnp.gov.ph.

**ITEM "A" - REPORTING PERSON**

FAMILY NAME		FIRST NAME		MIDDLE NAME		SUFFIX		SIGNATURE		REMARKS	
AGE	SEX	DATE OF BIRTH (MM/DD/YYYY)	AGE	PLACE OF BIRTH	HOME PHONE	MOBILE PHONE					
CURRENT RESIDENCE HOUSE NUMBER(S)				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
OTHER ADDRESS (HOUSE NUMBER(S))				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
PRESENT EDUCATIONAL ATTAINMENT				OCCUPATION		STATUS (PRESENTLY)		EMAIL ADDRESS (if any)			

**ITEM "B" - SUSPECT'S DATA**

FAMILY NAME		FIRST NAME		MIDDLE NAME		SUFFIX		SIGNATURE		REMARKS	
AGE	SEX	DATE OF BIRTH (MM/DD/YYYY)	AGE	PLACE OF BIRTH	HOME PHONE	MOBILE PHONE					
PRESENT ADDRESS (HOUSE NUMBER(S))				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
OTHER ADDRESS (HOUSE NUMBER(S))				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
HIGHEST EDUCATIONAL ATTAINMENT				OCCUPATION		WORK ADDRESS		RELATION TO REPORTER		EMAIL ADDRESS (if any)	
IF ANY OTHER PERSONAL DATA		TYPE OF INCIDENT		GROUP OF SUSPECT		ANY PREVIOUS CRIMINAL RECORD (1961-1981)		STATUS OF PREVIOUS CASE			
HEIGHT	WEIGHT	HAIR	COLOR OF EYES	COMPLEXION OF SKIN	TOOTH OF MOUTH	SCAR/PIGMENT	DESCRIPTOR OF MARK	OTHER FOR IDENTIFICATION (e.g., (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)			

**FOR CHILDREN IN CONFLICT WITH THE LAW**

NAME OF SUSPECT	ADDRESS	HOME PHONE	MOBILE PHONE
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**ITEM "C" - VICTIM'S DATA**

FAMILY NAME		FIRST NAME		MIDDLE NAME		SUFFIX		SIGNATURE		REMARKS	
AGE	SEX	DATE OF BIRTH (MM/DD/YYYY)	AGE	PLACE OF BIRTH	HOME PHONE	MOBILE PHONE					
CURRENT ADDRESS (HOUSE NUMBER(S))				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
OTHER ADDRESS (HOUSE NUMBER(S))				VILLAGE/TOWN		BARANGAY		CITY/MUNICIPALITY		PROVINCE	
HIGHEST EDUCATIONAL ATTAINMENT				OCCUPATION		WORK ADDRESS		EMAIL ADDRESS (if any)			

**ITEM "D" - NARRATIVE OF INCIDENT**

DATE OF INCIDENT:	DATE OF REPORTING:	TIME OF REPORTING:
ENTER IN DETAIL THE NARRATIVE OF THE ACCIDENT OR EVENT, ANSWERING THE WHO, WHAT, WHERE, WHEN, WHY AND HOW OF THE INCIDENT.		
SIGNATURE OF THE REPORTER SHALL BE THE BASIS OF THE COPY OF REPORT OF THE POLICE STATION.		
I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING TO THE BEST OF MY KNOWLEDGE AND BELIEF.	NAME OF REPORTING OFFICER	SIGNATURE OF REPORTING OFFICER
SUBSCRIBER (LET ANY SIGNATURE BEYOND THIS LINE)	NAME OF REPORTING OFFICER (PRINTED COPY OF REPORT)	NAME OF REPORTING OFFICER (PRINTED COPY OF REPORT)
NAME, RANK AND DESIGNATION OF POLICE OFFICER (PRINTED COPY OF REPORT)	NAME OF REPORTING OFFICER (PRINTED COPY OF REPORT)	NAME OF REPORTING OFFICER (PRINTED COPY OF REPORT)
INCIDENT RECORDED IN THE BLOTTER BY:	NAME/NAME OF DESK OFFICER	INITIALS OF DESK OFFICER

**REMARKS TO REPORTING PERSON**

Keep the copy of this Incident Record Form (IRF). An update of the progress of the investigation of the crime or incident that you reported will be given to you upon presentation of this IRF. For your reference, the data below is the contact details of this police station.

Name of Police Station	Telephone
Investigator-in-Charge	Mobile Phone
Name of Clerk/Chief of Office	Mobile Phone