PUBLIC ADVISORY NO. JET - 01
MAY 22, 2020

ONLINE APPLICATION FOR ISBN, ISSN, AND ISMN

1. In view of the state of national emergency that the country is facing, the National Library of the Philippines waives the collection of application fees for ISBN, ISSN and ISMN.

2. Applications for ISBN, ISSN and ISMN shall be sent to isbn@nlp.gov.ph and issn@nlp.gov.ph

3. Email subject must be any of the following as applicable:

   APPLICATION FOR ISBN BY (name of publisher)
   APPLICATION FOR ISSN BY (name of publisher)
   APPLICATION FOR ISMN BY (name of publisher)

4. Documentary requirements attached in the email should be in PDF format.

5. The following are the required documents:

   a. For new registrant (Books)
      i. Title Page/s & Copyright Page/s and/or MOA from previous publisher (if previously published abroad); and
ii. Sole Proprietor - DTI or NBDB Certificate; or
iii. Government Agency - Organizational Chart; or

b. For applicants that are already registered with the Philippine ISBN Agency (Books)
   i. Title Page/s & Copyright Page/s and/or MOA from previous publisher (if previously published abroad)

c. For ISSN Application (Periodicals)
   i. Title or Cover Page of periodicals
   ii. Editorial Page or Editorial Box containing the frequency statement

Note: Final copy must be sent to the National Library of the Philippines via courier after the issuance of number.

6. Each title application should be in a folder with the following contents:
   i. Title page;
   ii. Copyright page;
   iii. Information sheet; and/or
   iv. MOA for foreign published books.

7. The standard processing time is two (2) days. Applications received after 4:00 PM shall be processed the next day.

8. Applications with incomplete attachments and/or documentary requirements shall not be processed. Applicants shall be duly informed of the status of their applications upon evaluation of the submitted documents.

9. Final copies of books, serials and periodicals must be sent to the National Library of the Philippines via courier, after the issuance of the respective numbers.