

5. Issuance of Senior Citizen's Identification Card

The senior citizens are given the opportunity to enjoy the privileges of being Senior Citizen ID holder.

Office/ Division:	Municipal Social Welfare and Development Office / Office of the Senior Citizen Affairs			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens who are 60 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (1 Original or Photocopy) or any other valid documents proving that the applicant is already 60 years old or above.		Applicant/PSA/Local Civil Registrar's office		
(1"x1") ID pictures (2 Pieces)		Applicant		
Certificate of residency (1 Original)		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply and submit all requirements	1. Check and verify the submitted requirements	None	2 minutes	<i>Office staff</i> Office of Senior Citizens Affairs (OSCA)
2.Fill –out the application form	2. Assists the applicant in answering the application form	None	5 minutes	<i>Office staff</i> Office of Senior Citizens Affairs (OSCA)
3.Submit the accomplished application form	3. Get the accomplished form 3.1 Prepare the Senior Citizen's ID and the booklet for groceries and medicines	None	5 minutes	<i>Office staff</i> Office of Senior Citizens Affairs (OSCA)
4.Claim the ID and the booklets, sign the logbook to acknowledge receipt	Issue the Senior Citizen's ID and the logbook for the client to acknowledge receipt.	None	2 minutes	<i>Office staff</i> Office of Senior Citizens Affairs (OSCA)
TOTAL		None	14 minutes	