



15. Provision of ID Cards for Senior Citizen

If you are at least 60 years old. You are a resident of Philippines for at least 6 months. You will have much benefits and privileges if you hold a Senior Citizen ID Card. To apply for a Senior Citizen ID Card follow the requirement. There is a minimal fee for Senior Citizen ID due to damage, or loss of card.

Office or Division	Office of the Municipal Social Welfare and Development Officer / Office of the Senior Citizens Affairs (OSCA)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Senior Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 Valid ID (1 photocopy) (Philhealth ID the indicate birthday, Postal ID, COMELEC ID, Driver's License, Birth Certificate, Marriage certificate etc.,)		Client		
Latest Community Tax Certificate (1 photocopy)		Office of the Municipal Treasurer		
Filled up Application Form (1 copy)		Office of the Municipal Social Welfare and Development Officer		
1 pc 2x2 picture		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client from the Information Officer / Officer of the Day	1. Log in the client and do initial interview and refer to focal person or person in charge.	None	5 Minutes	<i>Social Welfare Aide</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to case worker and submit	2. Review requirement and	None	15 Minutes	<i>Social Welfare Assistant</i>



filled up application form and other requirements	assess the client.			Office of the Municipal Social Welfare and Development Officer
	2.1 Preparation of ID cards	None	1 Hour	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
3. Receive ID card	3. Issuance of ID cards	None	2 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	1 Hour and 22 Minutes	