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		
AGENCY ACTION	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Check and verify the submitted requirements	None	2 minutes	*Office staff* Office of Senior Citizens Affairs (OSCA)
2. Assists the applicant in answering the application form	None	5 minutes	*Office staff* Office of Senior Citizens Affairs (OSCA)
3. Get the accomplished form 3.1 Prepare the Senior Citizen's ID and the booklet for groceries and medicines	None	5 minutes	*Office staff* Office of Senior Citizens Affairs (OSCA)
4. Issue the Senior Citizen's ID and the logbook for the client to acknowledge receipt.	None	2 minutes	*Office staff* Office of Senior Citizens Affairs (OSCA)
TOTAL	None	14 minutes	

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