

OFFICE FOR SENIOR CITIZENS AFFAIRS

ISSUANCE OF NATIONAL UNIFORM SENIOR CITIZENS ID

Process new applications for Senior Citizens ID.

Office or Division:		Office for Senior Citizens Affairs		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Senior Citizens 60 years old and above, Filipino Citizens It may apply to Senior Citizens with “dual citizenship” provided that they will prove their Filipino citizenship and have at least six (6) months residency in Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Should bring latest four (4) 1x1 colored ID pictures and any two (2) of the following documents, at least six (6) months old issued, indicates the Applicant/Senior Citizen’s NAME, DATE OF BIRTH and QUEZON CITY ADDRESS.</p> <ul style="list-style-type: none"> - Voter’s ID / Voter’s Registration - Tax Identification (TIN) ID - Philippine Driver’s License - Postal Identity Card - PVAO Veterans ID/AFPSLAI Card - Philippine National Police (PNP) Firearm License Card - National Bureau of Investigation (NBI) Clearance - QCPD (Police) Clearance Certificate <p>Other supporting ID/Documents</p> <ul style="list-style-type: none"> - Social Security System (SSS)/GSIS ID Card - Professional Regulation Commission (PRC) ID - IBP ID Card/DFA Philippine Passport - Barangay ID/Clearance (at least 6 months residency) - Billing Statement (under applicant/senior citizen’s name) <p>Additional Requirement for Transfer from other City/Mun.</p> <ul style="list-style-type: none"> - Certificate of Cancellation from their respective OSCA 		<p>COMELEC</p> <p>BIR</p> <p>LTO</p> <p>PHLPOST</p> <p>PVAO/ AFPSLAI</p> <p>PNP</p> <p>NBI</p> <p>QCPD</p> <p>SSS/GSIS</p> <p>PRC</p> <p>IBP/DFA</p> <p>Barangay where the person resides</p> <p>Utility concessionaire</p> <p>OSCA of the concerned LGU</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present appropriate requirements with pictures, fill-up the	1.1. Evaluate duly accomplished form with attached proper documents.	None		District Senior Citizens ID Evaluator

application form and photocopy of valid or supporting documents				
2. Proceed to assigned District Senior Citizens ID Processor and submit the form.	2.1. Process Senior Citizens ID and Purchase Slip Booklets, recording and filing.	None		District Senior Citizens ID Processor
3. Received the Senior Citizens ID by signing the Record Book.	3.1. Released / issued Senior Citizens ID with complete set of Purchase.	None		District Senior Citizens ID Processor
	TOTAL		1 day	

Replacement of Senior Citizens ID (Old/Damaged/Lost S.C. ID)

Process requests for Senior Citizens ID card replacement

Office or Division:	Office for Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	OSCA-Quezon City registered Senior Citizens, Filipino It may apply to Senior Citizens with “dual citizenship” provided that they will prove their Filipino citizenship.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Old / Damaged Senior Citizens ID Old Purchased Slip Booklets Other Valid Documents Affidavit of Loss (for lost card) Latest four (4) 1x1 colored ID pictures For Representative of Applicant - Authorization of Senior Citizen/ID of Representative				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present old/damaged Senior Citizens ID, Booklets or Affidavit of Lost/other documents.	1.1. Issue Lost / Replacement Form	None		Replacement / Lost Senior Citizens ID Evaluator
2. Fill-up Lost/Replacement Form and	2.1. Evaluate duly accomplished form with attached	None		Replacement / Lost Senior Citizens ID Evaluator

submit with pictures.	damaged S.C. ID or Affidavit of Lost / other documents & issue Order of Payment			
3. Proceed to City Treasury Office for the Payment of Replacement/Lost of Senior Citizens ID.	3.1. Issued Official Receipt	P100.00		City Treasurer's Office
4. Proceed to Replacement/Lost S.C. ID Processor & present the Official Rec't.	4.1. Process S.C. ID and Purchase Slip Booklets, recording and filing.	None		Replacement / Lost S.C. ID Processor
5. Received the Senior Citizens ID by signing the Record Book.	5.1. Released / issued S.C. ID with complete set of Purchase Booklets.	None		Replacement / Lost S.C. ID Processor
	TOTAL	P100.00	1 day	