



4) Issuing Record Certification for other Office Transactions

The OSCA issued to any Senior Citizen the Certificate of Registration or No-Record, Certified Photocopy, Cancellation for those who moved to another city / municipality and as attachment to Burial documentation.

Office or Division:		MEMBERSHIP & INFORMATION MANAGEMENT DIVISIONS		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Senior Citizen with existing QCitizen ID or OSCA Card		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original Senior Citizen's QCitizen ID or OSCA Card and Services Stub slip			Office for the Senior Citizens' Affairs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a) Fill-up the slip and attach ID with needed requirement	a) Verify Senior Citizen's info's on Sectoral database	None	15 Minutes	Membership Validator / I.M. (I.T.) Evaluator
b) Received the requested document	b) Print and release the appropriate certification	–	15 Minutes	I.M. (I.T.) Certification
END OF TRANSACTION		TOTAL:	30 Minutes	