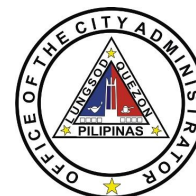




7. Application and Issuance of QCitizen ID

Online application and processing of Quezon City Citizen ID (QCID) for residents with its own distinctive identification system. The QCID determines the accurate number of registered people residing in the city in order for the local government to appropriately address their social needs and to efficiently provide necessary public services.

OFFICE OR DIVISION:	Office of the City Administrator			
CLASSIFICATION:	Simple, Complex			
TYPE OF TRANSACTION:	G2C (Government to Citizen)			
WHO MAY AVAIL:	QC Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
QC e-Services account		www.quezoncity.gov.ph (How to Apply for a QCitizen ID)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the website and register or log in to https://qceservices.quezoncity.gov.ph/	1. None	None	Real time	None
2. Register with your own personal email account (Gmail, Yahoo or FB account)	2. None	None	Real time	None
3. Fill up the necessary personal information.	3. None	None	Real time	None
4. Submit/upload the required documents.	4. Evaluate the submitted documents. 4.1. If invalid, notify the applicant thru email to submit correct documents. 4.2. If valid, approve the application.	None	7 days*	Designated Staff



	4.3. Verify the submitted documents.			
5. Download the virtual QCitizen ID thru its app (Google or Apple Play Store) or wait for email/SMS on availability of physical QCID card.	5. Printing of ID	None	5minutes	Designated Staff
TOTAL		NONE	7 DAYS 5 MINUTES*	

Note: * Dependent on:

- a) number of applications received daily;
- b) validity of submitted documents; and
- c) turn-around time of applicants to re-submit the requested correct document/s.