



I. REGISTRATION AND ISSUANCE OF PWD ID

The PWD Registration and Issuance of PWD ID are intended for persons with disabilities who are certified residents of Quezon City. Pursuant to Republic Act No. 9442 as an amendment to Republic Act 7277, otherwise known as the Magna Carta for the Persons with Disability.

Office or Division:	Operation Unit			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen and G2G - Government to Government			
Who may avail:	Persons with disability residents of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Disability		Qualified Doctor /City Issuer		
Barangay clearance or any other government-issued ID		Barangay LGU or concerned government agency		
2 pcs. 2X2 I.D. picture / Signature		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR ONLINE APPLICATION (NEW, RENEWAL, LOST) 1. Register at QC E-Services using personal email 1.1 Log in using the registered account and choose QCitizen ID eApplication icon. 1.2 Complete and confirm details of personal information and make sure to tick "Yes" for the PWD Sector.	1. The approver will evaluate the submitted documents and personal details of the client. 1.1 Once, the application was reviewed and approved, the verifier will verify all the information including the signature and ID photo of the client. 1.2 QCID is ready for printing	None	1 week	JEREMY D. SUNGA <i>(Head, Operations Unit)</i>



<p>1.3 Upload all requirements. Upon submission, the virtual ID will show. If the information is correct, agree and submit.</p>				
<p>FOR WALK-IN APPLICANTS</p> <ol style="list-style-type: none"> 1. Bring copies of requirements to Persons with Disability Affairs Office for evaluation. 2. Qualified PWDs will be encoded, approved, verified, and given a printed ID. 3. Registrants with lacking requirements will be assisted and advised. <p>jeremy.sunga@quezoncity.gov.ph</p> <p>8988-4242 loc 7809</p>	<ol style="list-style-type: none"> 1. The evaluator staff will assess the submitted documents of the client. <ol style="list-style-type: none"> 1.1 Encode the Personal Information of the clients to the QC-eservices. 1.2 The approver will assess the submitted documents and personal details to check if they are correct. 1.3 Once, the application was approved, the verifier will verify all the information he signature and ID photo of the client. 1.4 QCID is ready for printing. 1.5 Printed ID will be distributed and tagged. 	<p>None</p>	<p>5 minutes</p> <p>10 minutes</p> <p>15 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>JEREMY D. SUÑGA</p> <p><i>(Head, Operations Unit)</i></p>
<p>ONLINE APPLICATION TOTAL :</p>			<p>1 Week</p>	
<p>WALK-IN APPLICATION TOTAL :</p>			<p>45 minutes</p>	

(Registration and Issuance of PWD ID) qualified for multi-stage processing