

Same process on the following transactions:

1. Re-Issuance of Lost ID
2. For updating Information (for student shifted their course)

**3. ISSUANCE OF ID CERTIFICATION FOR DSWD/CHED FOR EDUCATIONAL ASSISTANCE REQUIREMENT**

<b>Office or Division:</b>	Student Affairs Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government Services Transacting Public			
<b>Who may avail:</b>	Students of QCU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Registration Form stamped officially enrolled		Office of the Registrar/Applicant		
Current issued ID		SASD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Certification for ID validation	1.1 Verify documents	None	1 minute	SAU staff
	1.2 Verify records on the database	None	1 minute	SAU staff
	1.3 Prepare Certification for signature of the SASD Head	None	2 minutes	SAU staff and Head of SASD
2. Receive / Claim				
	<b>TOTAL:</b>	None	3 minutes	