# 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.

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| **Office or Division:** | ID Registration Section |
| **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 |
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| 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 |
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| **FOR ONLINE APPLICATION (NEW, RENEWAL, LOST)**<br><br>**1.** Register at QC E-Services using personal email<br><br>1.1 Log in using the registered account and choose QCitizen ID eApplication icon.<br><br>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.<br><br>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.<br><br>1.2 QCID is ready for printing | None | 3 days<br><br>(2-3 days For approval of non- apparent disability: validation of submitted medical certificate and/or certificate of disability. ) | |

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| 1.3 Upload all requirements. such as:<br>Proof of residency. Proof of disability.<br>- Apparent: Whole body picture<br>Non- apparent: Medical certificate for Cancer and Rare Diseases and Certificate of Disability for other non-apparent disabilities<br>- ID Photo<br>- Signature/ Thumbmark<br><br>Upon submission, the virtual ID will show. If the information is correct, agree and submit.<br><br>Note: For client/s who are applying for renewal of their White Persons with Disability ID, the process will be considered as new applications.<br>Necessary requirements including Certificate of Disability for non-apparent clients in compliance with NCDA Administrative Order 001, series of 2021 must be submitted to continue with the application.<br><br>For Clients who are applying for renewal of their expired QC Persons with Disability ID, Certifications will be re-evaluated. The applicants are encouraged to provide updated Certificate of Disability and/or | | | 5 minutes | |

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| **FOR WALK-IN APPLICANTS**<br><br>**1.** Bring copies of requirements to Persons with Disability Affairs Office for evaluation.<br><br>**2.** Qualified PWDs will be encoded, approved, verified, and given a printed ID.<br>**3.** Requirements such as:<br>• Proof of residency.<br>• Proof of disability<br><br>Apparent: Whole body picture<br><br>non- apparent: Medical certificate for | 1. The evaluator staff will assess the submitted documents of the client.<br><br>1.1 Encode the Personal Information of the clients to the QC-eservices.<br><br>1.2 The approver will assess the submitted documents and personal details to check if they are correct.<br><br>1.3 Once, the application was approved, the verifier will verify all the information the signature, and the ID photo of the client.<br>1.4 QCID is ready for printing.<br>1.5 Printed ID will be distributed and tagged. | None | 5 minutes<br><br>10 minutes<br><br>15 minutes | **SHARINA HIPOLITO**<br><br>*(Project Development Officer III)* |

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| Disability for other non-apparent disabilities<br><br>- ID Photo<br>- Signature/ Thumbmark<br><br>*Upon submission, the virtual ID will show.*<br>*If the information is correct, agree and submit.*<br><br>Note:<br>For client/s who are applying for renewal of their White Persons with Disability ID, the process will be considered as new applications.<br><br>Necessary requirements including Certificate of Disability for non-apparent clients in compliance with NCDA<br><br>Administrative Order 001, series of 2021 must be submitted to continue with the application.<br><br>For Clients who are applying for renewal of their expired QC Persons with Disability ID, Certifications will be re- evaluated. The applicants are encouraged to provide updated Certificate of Disability and/or Medical Certificate | | | | | |

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| **4.** Registrants with lacking requirements will be assisted and advised.<br><br>pdao@quezoncity.gov.ph<br><br>8988-4242 loc 7809 | | | 5 minutes | |
| **ONLINE APPLICATION TOTAL :** | | | **3 Days** | |
| **WALK-IN APPLICATION TOTAL :** | | | **40 minutes** | |

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