

## 1. Application for Senior Citizen's Identification Card and Purchase Booklet

Senior Citizens who are residents of Pasay City may apply for the issuance of Senior Citizen's Identification Card (ID), together with Purchase Booklet, to avail the benefits provided to them by the law at the Office of the Senior Citizen's Affairs (OSCA).

<b>Office or Division:</b>	Office of the Senior Citizen's Affairs (OSCA)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Senior Citizens (60 years old & above)
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>New Application:</b>	
<b>Principal</b>	
Duly Accomplished Application Form (1 original): <ul style="list-style-type: none"> <li>- Application Form</li> <li>- Details/information to be indicated in the application form</li> </ul>	OSCA Senior Citizen/Client
Updated Voter's Registration Record (1 photocopy)	COMELEC District Office which has jurisdiction over the Barangay where the client resides
Individual Record of Barangay Inhabitants (1 photocopy)	Barangay Hall where the client resides
Latest 1x1 colored picture (3 original copies)	Photo Studio
Birth Certificate (1 photocopy)  or  Government-issued ID Card (1 photocopy in case of discrepancy of the personal information appearing in the documents presented for verification purpose)	Philippine Statistics Authority (PSA)  BIR, Postal ID, Passport, National ID, PRC Card, Driver's License, UMID Card, Pag-IBIG, PhilHealth
<b>FOR OVER 60 YEARS OLD</b>	
Certificate of Cancellation or Certificate of No Record where the senior formerly resides (1 original)	OSCA of other Municipality
Duly Accomplished Application Form (1 original): <ul style="list-style-type: none"> <li>- Application Form</li> <li>- Details/information to be indicated in the application form</li> </ul>	OSCA Senior Citizen/Client
Updated Voter's Registration Record (1 photocopy)	COMELEC District Office which has jurisdiction over the Barangay where the client resides
Individual Record of Barangay Inhabitants	Barangay Hall where the client resides

(1 photocopy)	
Latest 1 x 1 colored picture (3 original copies)	Photo Studio
Birth Certificate (1 photocopy)  or  Government-issued ID Card (1 photocopy in case of discrepancy of the personal information appearing in the documents presented for verification purpose)	Philippine Statistics Authority (PSA)  BIR, Postal ID, Passport, National ID, PRC Card, Driver's License, UMID Card, Pag-IBIG, PhilHealth
Endorsement of Barangay Senior President (1 original)	Barangay Hall where the client resides
<b>FOR OFW</b>	
Passport with date of arrival (1 photocopy)	Senior Citizen/Client
Duly Accomplished Application Form (1 original): - Application Form - Details/information to be indicated in the application form	OSCA Senior Citizen/Client
Individual Record of Barangay Inhabitants (1 photocopy)	Barangay Hall where the client resides
Latest 1 x 1 picture (3 original copies)	Photo Studio
Endorsement of Barangay Senior President ( 1 original)	Barangay Hall where the client resides
<b>If Representative :</b>	
Authorization Letter (1 original)	Person being represented (Senior Citizen)
Government-issued ID Card of the representative (1 photocopy)	BIR, Postal ID, Passport, National ID, PRC Card, Drivers License, UMID Card, Pag-IBIG, PhilHealth
Passport with date of arrival (1 photocopy)	Senior Citizen/Client
Duly Accomplished Application Form (1 original): - Application Form - Details/information to be indicated in the application form	OSCA Senior Citizen/Client
Individual Record of Barangay Inhabitants (1 photocopy)	Barangay Hall where the client resides
Latest 1 x 1 picture (3 original copies)	Photo Studio
Endorsement of Barangay Senior President (1 original)	Barangay Hall where the client resides
<b>Application for replacement of ID and Purchase Booklet:</b>	
<b>Principal</b>	
Affidavit of Loss (1 original)	Notary Public

Latest 1x1 colored picture (1 original)		Photo Studio		
<b>Representative</b>				
Affidavit of Loss (1 original)		Person being represented (Senior Citizen)		
Latest 1x1 colored picture (1 original)		Photo Studio		
Authorization Letter (1 original)		Person being represented (Senior Citizen)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished application form, together with the complete set of requirements, at the transaction window of OSCA located at the back of Pasay Derham Park and Sports Complex.	1. Accept, acknowledge receipt, and evaluate all the complete requirements submitted by the client.	None	3 Minutes	MARILYN M. PENAZO <i>Officer-in-Charge</i> (OSCA)  ARMINA V. SAN DIEGO <i>Administrative Aide II</i> (OSCA)  EDGARDO V. ORDOÑEZ <i>Administrative Aide I</i> (OSCA)
2. Wait for the processing of Senior Citizen ID Card and Purchase Booklet at the waiting area in front of the transaction window of OSCA.	2. Prepare the Identification Card and Purchase Booklet requested by the client.	None	10 Minutes	MARILYN M. PENAZO <i>Officer-in-Charge</i> (OSCA)  ARMINA V. SAN DIEGO <i>Administrative Aide II</i> (OSCA)  EDGARDO V. ORDOÑEZ <i>Administrative Aide I</i> (OSCA)
3. Claim the Senior Citizen ID Card and Purchase Booklet at the transaction window of OSCA	3. Release the Senior Citizen ID Card and Purchase Booklet to the client.	None	3 Minutes	MARILYN M. PENAZO <i>Officer-in-Charge</i> (OSCA)  ARMINA V. SAN DIEGO <i>Administrative Aide II</i> (OSCA)  EDGARDO V.

				ORDOÑEZ <i>Administrative Aide I</i> (OSCA)
<b>Total:</b>		None	16 Minutes	