

2. Lost Senior Citizens Identification Card

Office or Division:	Senior Office / Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Residence of San Juan City who in good faith lost his/her I.D.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit of Lost		Legal Office		
Photo Copy of Medicine Booklet		Client		
Accomplished Application Form		OSCA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished Application Form together with the required Document	1. Verification		5 minutes	OSCA staff
3. Identification Card	2. Printing of ID Card		5 minutes	OSCA I.T.
4. Receive ID card	3. Release of ID		1 min.	OSCA Staff

End of Transaction: transaction Time: 11 minutes