

#### 4. Request for Certification for Transfer of Senior Citizens

This is the processing of certification issued to the Senior Citizen who will be transferring their residence to other local government.

<b>Office or Division:</b>	Seniors Office / Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Senior Citizens of San Juan City with I.D. and Booklets			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Issued Senior Citizens Identification Card		Client		
Issued Medicine and Grocery Booklet		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Surrender the Identification Card together with the Medicine and Grocery Booklet and submit request for certification	1. Verification of information		5 minutes	OSCA Staff
	2.1 Encoding of Certification		5 minutes	OSCA staff
	2.2 Signature and approval of the office			OSCA Head
3. Receipt of Certification	3. Release of certification and recording		5 minutes	OSCA Head

**End of Transaction: Transaction Time: 15 minutes**