

## LOST SENIOR CITIZENS IDENTIFICATION CARD

<b>Office or Division:</b>	Senior Office / Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Residence of San Juan City who in good faith lost his/her I.D.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Affidavit of Lost		Legal Office		
Photo Copy of Medicine Booklet		Client		
Accomplished Application Form		OSCA Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit the 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.
	3. Release of ID			OSCA Staff

**End of Transaction: transaction Time: 10 minutes**