

**OFFICE OF THE SENIOR
CITIZENS AFFAIRS
External Services**

1. Application for NEW Senior Citizen ID

For the application of NEW Senior Citizen ID, the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify the age of the Applicant.

Office or Division:	OSCA / CMO / BARANGAY			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Filipino Citizens residing in Cavite City who are 60 years old and above. Individuals with dual citizenships can also apply for Senior Citizen's ID Card provided that they present proof of Filipino citizenship with at least 6 months of residency in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form with Barangay Certification		OSCA Office / Respective Barangay of the Client		
Photocopy of Birth Certificate, Marriage Contract (for Married Woman) and		PSA or Civil Registrar		
Valid ID / Government Issued ID's Showing the date of birth of the applicant (NOT EXPIRED)		Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear		Senior Citizen and his/her Representative		
Registered Voter of Cavite City to avail GREEN CARD		PCVL		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	SECRETARY I OSCA

1 Submits duly filled up application form with Barangay Certification and Attachments	1.2 Review the requirements attached.	NONE	10 MINUTES	SECRETARY I OSCA
	1.3 Signing of duly filled up Application Form with Barangay Certification	NONE	10 MINUTES	OSCA HEAD
	1.4 Informs the Client about the day to pick up their Senior Citizen ID	NONE	10 MINUTES	SECRETARY I OSCA
2 Biometrics for Registered Voter Senior Citizens	2.1 Transmittal of ID to CMO for signature	NONE	5 MINUTES	SECRETARY I OSCA
	2.2 Signature of Mayor	NONE	3 DAYS	CITY MAYOR
	2.3 Transmittal of ID to OSCA Office	NONE	15 MINUTES	SECRETARY I OSCA
	2.4 Capturing of Biometrics for Green Card recipients	NONE	10MINUTES	SECRETARY I
3 Receiving of ID signing of ID released	3.1 Releasing of ID	NONE	10 MINUTES	SECRETARY I OSCA
TOTAL:		None	3 DAYS 1 HR 15 MINUTES	

2. Application for LOST and WORN OUT Senior Citizen ID

For the application for the replacement of LOST and WORN OUT Senior Citizen ID the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify that the applicant is a registered Senior Citizen of Cavite City

Office or Division:	OSCA / CMO / PAO / BARANGAY			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear</p> <p>Affidavit of LOST</p> <p>Old ID number</p>		<p>OSCA Office / Barangay</p> <p>PSA or Civil Registrar</p> <p>Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC</p> <p>Senior Citizen and his/her Representative</p> <p>Public Attorney's Office / Notary Public / Law Offices</p> <p>Booklet / Mercury Drugs (if buying medicine from the establishment using your Senior ID)</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits duly filled up application form with Barangay Certification and Attachments	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	SECRETARY I OSCA
	1.2 Review the requirements attached.	NONE	10 MINUTES	SECRETARY I OSCA

1.2 Secure Affidavit of LOST from PAO or other Law Offices	1.3 Signing of duly filled up Application Form	NONE	10 MINUTES	OSCA HEAD
1.3 Provide old ID number	1.4 Look on LOG book of ID	NONE	3-5 DAYS	SECRETARY I OSCA
	1.5 Informs the Client about the day to pick up their Senior Citizen ID	NONE	10 MINUTES	SECRETARY I OSCA
	2.1 Transmittal of ID to CMO for signature	NONE	15 MINUTES	SECRETARY I OSCA
	2.2 Signature of Mayor	NONE	3 DAYS	CITY MAYOR
	2.3 Transmittal of ID to OSCA Office	NONE	15 MINUTES	SECRETARY I OSCA
2 Receiving of ID signing of ID released	3 Releasing of ID	NONE	10 MINUTES	SECRETARY I OSCA
TOTAL:		None	8 DAYS 1 HR 15 MIUTES	

3. Application for CANCELLATION Senior Citizen ID

For the application for cancellation of Senior Citizen ID to facilitate their transfer to another LGU, the applicant must surrender their OSCA ID to the OSCA Office and give the details where he/she will transfer

Office or Division:	OSCA / PAO
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Senior Citizen ID	Senior Citizen

Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear Affidavit of LOST in case the Senior ID is LOST / STOLEN / BURNED		Senior Citizen Public Attorney's Office / Notary Public / Law Offices		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Surrender Senior Citizen ID issued by Cavite City LGU	1.1 Receives Senior Citizen ID	NONE	5 MINUTES	SECRETARY I OSCA
	1.2 Type and print the cancellation letter.	NONE	10 MINUTES	SECRETARY I OSCA
1.2 Secure Affidavit of LOST from PAO or other Law Offices	1.3 Sign the cancellation letter	NONE	10 MINUTES	OSCA HEAD
	1.4 File the cancellation letter issued to the Senior Citizen	NONE	10 MINUTES	SECRETARY I OSCA
2 Receiving of the cancellation letter	2 Issue the cancellation letter	NONE	5 MINUTES	SECRETARY I OSCA
TOTAL:		None	40 MINUTES	

4. Application for ADDITIONAL Booklet

For the application for additional booklet for the needs of the Senior Citizen the applicant must present their OSCA ID.

Office or Division:	OSCA
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen ID		Senior Citizen		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear		Senior Citizen		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Present their Senior Citizen ID	1.1 Verify the ID and issue the booklet needed	NONE	10 MINUTES	SECRETARY I OSCA
1.2 Receive the Booklet and sign in the LOG book				
TOTAL:		None	10 MINUTES	

5. Application for NONAGENARIAN Certificate

For the application for the NONAGENARIAN Certificate of the Senior Citizen for the cash gift of the Provincial Government, the applicant must present their OSCA ID.

Office or Division:	OSCA / DSWD		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Senior Citizen ID		Senior Citizen	
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen		Senior Citizen	

bring original in case photocopy is not clear				
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present their Senior Citizen ID and Authorization Letter if through Representative with Photocopy of Valid ID of both Senior and Representative	1.1 Verify the ID and Authorization Letter if through Representative	NONE	5 MINUTES	SECRETARY I OSCA
	1.2 Type and print the Certification	NONE	10 MINUTES	SECRETARY I OSCA
	1.3 Sign the Certification	NONE	5 MINUTES	OSCA HEAD
2 Receive the Certificate	2 Issue the certificate to the Client	NONE	5 MINUTES	SECRETARY I OSCA
3 Take the Certificate to DSWD for Signature of Dept Head and for filing	3.1 Sign the Certificate	NONE	5 MINUTES	HEAD CSWDO
	3.2 File the Certificate	NONE	10 MINUTES	SOCIAL WORKER CSWDO
TOTAL:		None	40 MINUTES	