



## 1) Processing of Senior Citizen's ID with online QCitizen-Card Registration

Availment of Senior Citizen's Card or OSCA-ID as the "nationally uniform individual identification card" for the discounts, benefits and other privileges.

| <b>Office or Division:</b>   | MEMBERSHIP & INFORMATION MANAGEMENT DIVISIONS   |
|--|---|
| <b>Classification:</b>   | Complex   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |
| <b>Who may avail:</b>  | Any Filipino resident of Quezon City who is sixty (60) years of age or older can obtain an OSCA Card. This may apply to seniors with "dual citizenship status" if he/she can prove his/her Filipino Citizen status and has resided in this city for at least six (6) months.  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |
| <b>WHERE TO SECURE</b>   |   |
| <p>Fully Accomplished QCitizen ID Online Form or Request for Sectoral Status Change (if already have a regular resident/non-senior QCitizen ID)</p> <p>A printable form is also available online (<a href="https://quezoncity.gov.ph...pdf">https://quezoncity.gov.ph...pdf</a>) for representative and onsite assisted encoding at OSCA</p>   | <p><a href="https://qceservices.quezoncity.gov.ph">https://qceservices.quezoncity.gov.ph</a></p> <p>Office for the Senior Citizens' Affairs</p>   |
| <p><b>Principal:</b></p> <p>QCitizen Card or any one of Valid ID* below issued at least 6 months with applicant's birthdate and address – 1-Original &amp; 1- Photocopy</p> <ul style="list-style-type: none"> <li>• PHILSYS National ID</li> <li>• UMID Card</li> <li>• Voter's Registration / ID</li> <li>• PRC ID</li> <li>• Philippine Driver's License</li> <li>• AFPSLAI / Veteran's ID</li> <li>• Tax Identification (TIN) ID</li> <li>• Postal Identity Card</li> <li>• Firearm License Card</li> <li>• Police Clearance</li> <li>• NBI Clearance</li> <li>• IBP Card</li> </ul> | <p><a href="https://qceservices.quezoncity.gov.ph">https://qceservices.quezoncity.gov.ph</a></p> <p>Philippine Statistics Authority<br/>SSS or GSIS<br/>COMELEC<br/>Professional Regulation Commission<br/>Land Transportation Office<br/>Armed Forces of the Philippines / PVAO<br/>Bureau of Internal Revenue<br/>PHLPOST</p> <p>Philippine National Police</p> <p>National Bureau of Investigation<br/>Integrated Bar of the Philippines</p> |



|   |   |
|---|---|
| <p>Philippine Passport or Dual Citizenship documents (for Filipino naturalized to another country) – 1-Original &amp; 1-Photocopy</p> <p>Birth Certificate (if no birthdate or discrepancy on Valid ID) and Barangay Certificate of Residency (if no or different Quezon City address, stating at least 6 months residency) – 1-Original &amp; 1-Photocopy</p> <p>Marriage Certificate (if the applicant is a married woman whose last name is different from the Valid ID) – 1-Original &amp; 1-Photocopy</p> <p>Latest digital or ID photo (2x2) – Colored with white background</p> <p>Signature or can send a digital signature (clear and uncut on any part of the signature inside the box on the form)</p> | <p>Department of Foreign Affairs<br/>Bureau of Immigration</p> <p>Philippine Statistics Authority<br/>and/or proper Barangay Hall</p> <p>Philippine Statistics Authority<br/>or Local Civil Registry Office</p> |
|---|---|

|   |                         |
|---|-------------------------|
| <p><b>Representative:</b></p> <p>Authorization Letter signed by the applicant</p> <p>Valid ID of representative (preferably QCitizen ID) – 1-Original &amp; 1-Photocopy</p> | <p>*(same as above)</p> |
|---|-------------------------|

| CLIENT STEPS   | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|----------------|-----------------|-----------------|--------------------|
| <b>For Online Application:</b>   |                |                 |                 |                    |
| a) Create a profile and account with QC E-Services, at this link – <a href="https://qceservices.quezoncity.gov.ph/">(https://qceservices.quezoncity.gov.ph/)</a> | (on-line)      | <b>None</b>     | (on-line)       | (on-line)          |
| b) From the QC E-Services menu, select “QCitizen ID eApplication”  | (on-line)      | –               | (on-line)       | (on-line)          |
| c) Fill-in all required information or data. If you already have a   | (on-line)      | –               | (on-line)       | (on-line)          |



|  |  |               |               |  |
|--|--|---------------|---------------|--|
| resident/non-senior QCitizen ID, select “Request for Sectoral Status Change”               | (on-line)  | -             | (on-line)     | (on-line)  |
| d) Wait for email confirmation once your application has been approved                     | (on-line)  | -             | (on-line)     | (on-line)  |
| e) Download the “QCitizen App” on the smartphone to get a digital copy of your QCitizen ID | (on-line)  | -             | (on-line)     | (on-line)  |
| f) Wait for the physical ID to be delivered to your proper Barangay                        | (on-line)  | -             | (on-line)     | (on-line)  |
| <b>For Offline / Walk-in (assisted) Application:</b>                                       |  |               |               |  |
| a) Fully accomplished application form and present appropriate requirements.               | a) Evaluate the application form with proper documents / Verify data | <b>None</b>   | 10 Minutes    | Membership Application Evaluator / I.M.(I.T.) Data Manager |
| -  | b) Input Senior Citizen’s information to the database.               | -             | 10 Minutes    | I.M.(I.T.) Encoder   |
| -  | c) Review and validate data.   | -             | 10 Minutes    | I.M.(I.T.) Approver / Verifier                             |
| -  | d) Generate Senior Citizen’s ID                                      | -             | 20 Minutes    | I.M.(I.T.) PVC Printer                                     |
| e) Received the Senior Citizen’s ID by signing the Record Book                             | e) Released the Senior Citizen’s ID and Booklets / Tag at database   | -             | 10 Minutes    | Membership ID Issuance / I.M.(I.T.) Distributor            |
| <b>END OF TRANSACTION</b>  |  | <b>TOTAL:</b> | <b>1 Hour</b> |  |