

2. ISSUANCE OF PERSON WITH DISABILITY IDENTIFICATION CARD AND PURCHASE/MEDICINE BOOKLET (RENEWAL)

Person with Disability may apply for PWD Identification Card. The City Government of San Juan – Person with Disability Affairs Office (PDAO) issues PWD ID to qualified Filipino Citizen of the City of San Juan if required requirements are completed.

Office or Division:	PERSON WITH DISABILITY AFFAIRS OFFICE			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	FILIPINO CITIZEN WITH DISABILITY RESIDENT OF SAN JUAN CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Apparent Disability Expired ID				
For Non Apparent Disability				
1. ASSESSMENT/CERTIFICATE OF DISABILITY		SPECIALIZED DOCTORS		
2. Voters ID/Certificate if minor from Guardian (if not yet registered on the first issuance of ID)		Comelec		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present requirements	Verification	none	5 minutes	PDAO STAFF
After Verification	Prepare & Print ID and Purchase Booklet if new booklet is needed	none	8 minutes	PDAO STAFF
Applicant receives approved ID and Purchased Booklet	Record name on the Logbook to be signed by applicant	none	3 minutes	PDAO STAFF

END OF TRANSACTION