

Issuance of Persons with Disability Card

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Persons with disability

What are the requirements:

- Duly accomplished Intake Form
- Medical Certificate

Total Processing Time:

- 25 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the duly accomplished Intake Form to MSWDO	Receive and check the information stated in the Intake Sheet Prepare ID Card	15 minutes	None	Melanie Virrey Rosalie Modesto MUP
2	Claim the ID Card	Issue ID Card	10 minutes		