

Issuance of Solo Parent Identification Card

Schedule of availability of service:

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

Who may avail the service:

- Solo parent/s

What are the requirements:

1. Birth certificate of children of minor age
2. Proof of being Solo (Death Certificate, Court Order, etc.)
3. Income Tax Return
4. Barangay Certification
5. Certificate of Employment

Total Processing Time:

- 30 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the requirements to MSWDO and provide the necessary information during interview	Receive and assess the submitted documents and conduct interview	10 minutes	None	Melanie Virrey Rosalie Modesto
2		Prepare ID Card	5 minutes		
3	Claim ID Card	Issue ID Card	15 minutes		