

Ministry of Labour and Social Security
National Council for Senior Citizens
Senior Citizens Identification Card Application Form
[APPLICANT MUST BE SIXTY (60) YEARS OF AGE AND OLDER]

FOR OFFICIAL USE ONLY
ID # Issued .....
Parish .....
Precedence: ( ) Routine
( ) Urgent

SECTION A (Applicant's Information)

NAME:.....
(First) (Middle) (Last) (Maiden)

ADDRESS:.....

TELEPHONE NUMBER: ..... I.D. Type:..... ID No:.....

DATE OF BIRTH:..... Age ..... Gender (M/F):.....

TAX REGISTRATION NUMBER (TRN) ..... PATH# .....

N.I.S. NUMBER ..... PENSION NUMBER .....

NEXT OF KIN:

NAME:.....RELATIONSHIP:.....

ADDRESS:..... EMAIL (senior/next of kin):.....

TELEPHONE#: Home..... Mobile..... Work.....

SIGNATURE OF APPLICANT:.....

SECTION B (To be completed by notary public)

APPLICATIONS DONE OUT OF OFFICE ARE TO BE CERTIFIED BY ANY ONE OF THE FOLLOWING:
A Member of Parliament, High Court Judge, Resident Magistrate, Minister of Religion, Principal of a recognized government school,
Justice of the Peace, Attorney at Law, Superintendent of Police, Senior Tax Administrator, Medical doctor/Nurse practitioner

WITNESS AND CERTIFIED AS CORRECT BY:.....

POSITION/TITLE:.....

ADDRESS: .....

DATE:..... EMAIL:.....

AFFIX
STAMP/SEAL
HERE

SECTION C (FOR OFFICIAL USE ONLY)

Completed by ..... ID Collection Location .....
Date ..... Special Request .....
NCSC ID# Issued ..... Date ID Received .....

Applicant's Name: .....
Date of Birth: .....
Identification Number: .....
Precedence: ( ) Routine ( ) Urgent
For Permanent Secretary
Ministry of Labour and Social Security
SIGNATURE OF APPLICANT

NOTE:

1. A recent passport sized photograph and valid proof of age must accompany all applications.
2. Valid proof of age: **BIRTH CERTIFICATE, PASSPORT & DRIVER'S LICENCE.**
3. Applicants without a Passport or Driver's License must have their passport size photograph notarized (*please see list of Notary Publics on PG 1*). Applicants are asked to advise Notaries Public to sign and stamp the back of photograph as our system cannot process pictures pressed with a seal. Photographs must also be clean, and taken within the last six (6) months. **Photographs taken with cell phones will not be accepted.**
4. **ALL** Married women must submit a Marriage Certificate.
5. Original copies of documents used as proof of age must be submitted with application. The information on the documents presented must also be legible.
6. The senior should place his/her signature on the signature line in SECTION A and inside the Signature Box in Section C (at the right bottom corner of the form). **All signatures should be directly written on the line and within the box and should not be written through or below the lines/ box.**
7. Persons designated to collect the identification card on the senior's behalf **MUST** present a valid photo ID upon doing so.
8. Please allow **approximately 2 – 4 weeks** for processing time. Applications done outside Kingston and St. Andrew may require a longer processing time as IDs are processed at Head Office in Kingston and then returned to the requisite Parish Offices for distribution.

