Frontline Services

Issuance and re-issuance of ID (due to lost or damaged ID)

CAMPUS BUSINESS AFFAIRS OFFICE
**Issuance and re-issuance of ID (due to lost/damaged ID)**

**Schedule of Availability of Service**  
Monday to Friday  
8:00am – 5:00pm

**Who may avail of the Service:**  
Incoming freshmen students

**What are the requirements:**  
Affidavit of Loss  
Official Receipt  
Damaged ID (for issuance of damage ID only)

**Duration:**  
Five (5) minutes

**How to avail of the Service**

<table>
<thead>
<tr>
<th>Step</th>
<th>Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
</table>
| 1    | Submit OR and Affidavit of Loss | Check the OR and the Affidavit of Loss | 1 minute | Aron James Salvador  
John Reyes  
Ferlando Claravall |
| 2    | Picture Taking | Prepare the camera for picture taking | 1 minute | Aron James Salvador  
John Reyes  
Ferlando Claravall |
| 3    | Sign for specimen signature | Provide signature table for the student | 1 minute | Aron James Salvador  
John Reyes  
Ferlando Claravall |
| 4    | Receive the ID | Print the student ID | 2 minutes | Aron James Salvador  
John Reyes  
Ferlando Claravall |

**End of Transaction (UBE Office)**