



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
TANGGAPAN NG PANLIPUNANG PAGLILINGKOD
SOCIAL SERVICES DEPARTMENT



SOLO PARENT FORM
Application No.: _____

I. BASIC INFORMATION

Name: _____
Surname Given Name Middle Name Ext.

Civil Status: Single Annulled Separated Widow/Widower
Sex: _____ Age: _____ Date of Birth: _____
Place of Birth: _____ Religion: _____
Present Address: _____

Mobile No.: _____ Landline No.: _____
Educational Attainment: _____
Profession: _____ Occupation: _____
Monthly Income: _____
Name of Employer: _____
Employer/Company Address: _____
_____ Contact No.: _____

Requirements for Solo Parent ID Application

For NEW Application:

1. Get application form at the SSD Office front desk and fill out
2. Photocopy of Care Card or Voter's ID/Verification (if available)
3. Barangay Certificate
4. Certificate of Employment (if employed)
5. Photocopy of ITR or photocopy of 1 month payslip (if employed)
6. Certificate of Non-filing of Income Tax Return (not employed)
7. Photocopy of Business Permit (for business owner)
8. Affidavit of Being a Solo Parent (Legal Office – 3F Annex Bldg., City Hall)
9. Photocopy of Birth Certificate of child/children, 22 years old and below
10. Photocopy of PWDID (for PWDChild/ren)
11. Photocopy of Death Certificate (if widow/widower)
12. Latest 1x1 picture

For RENEWAL:

1. Surrender old Solo Parent ID
2. Get application form at the SSD Office front desk and fill out
3. Photocopy of Care Card or Voter's ID/Verification
4. (if available)
5. Barangay Certificate
6. Photocopy of ITR or photocopy of 1 month payslip
7. (if employed)
8. Affidavit of Non-filing of ITR (not employed)
9. Photocopy of Business Permit (for business owner)
10. Affidavit of Being a Solo Parent (Legal Office – 3F Annex Bldg., City Hall)

II. FAMILY COMPOSITION

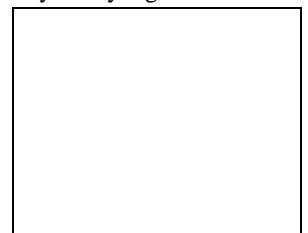
Name	Age	Sex	Relationship	Status	Educational Attainment	Occupation	Monthly Income
1.							
2.							
3.							
4.							
5.							

- Please include other members of the household aside from family members. Use the back portion of this form if necessary.

III. REASONS/CIRCUMSTANCES OF BEING A SOLO PARENT

- You may use the back portion of this form for other details.

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.



Right Thumbmark

Signature Over Printed Name of Applicant / Date

