

4. 2. SERVICE NAME: ISSUANCE OF CERTIFICATE OF NON-APPREHENSION

Issuance of certificate of non-apprehension are given to apprehended drivers for whatever legal purpose it may serve him/her.

Office or Division:	Ordinance Violation Receipt Redemption Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Apprehended Drivers And/or Motorist			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Request Letter – 1 copy (original)		Drivers and/or Motorist		
2. Photo Copy of valid government ID – 1 copy (photocopy)		Drivers and/or Motorist		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the notarize request letter and photocopy of valid ID.	1.1. Receive the notarize request letter and photocopy of valid ID.	None	5 minutes	<i>OVR Receiving Clerk at Window 1 or 2</i> TF-TTM Office
	1.2. Check records for unsettled apprehension / violation of the driver/motorist from the database. Note: If positive for unsettled apprehension / violation refer to Redemption of Confiscated Items (4.11). If no unsettled apprehension, issue the document requested.	None	5 minutes	EDP Section (Assessment Area) TF-TTM Office
	1.3. Print the requested document of the driver / motorist.	None	5 Minutes	EDP Section (Assessment Area) TF-TTM Office

	1.4. Sign the printed document (Certificate of Non-apprehension).	None	5 minutes	<i>Head,</i> TF-TTM Office
2. Receive the Certificate of Non-Apprehension	2.1. Release the Certificate of Non-Apprehension, and have the client sign in the duplicate copy of the certificate as proof of receipt to the document/s.	None	5 minutes	<i>OVR Releasing Clerk at Windows 8 or 9</i> TF-TTM Office
TOTAL:		None	25 Minutes	