

Office of the City Mayor

Request for Issuance of Mayor's Clearance

For purposes of the following:

- a. Local employment
- b. Business Requirement
- c. PNP/AFP/PMA/BJMP/BFP Admissions
- d. Travel abroad
- e. Record check
- f. Marriage requirement
- g. Firearm's License

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|--|---------------------------------------|---|------------------------|---|
| Office or Division: | Administrative Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Quezon City Residents | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <u>For purposes A to F:</u> <ul style="list-style-type: none"> • Barangay Clearance • Police Clearance • Fiscal Clearance <u>For purpose G only:</u> <ul style="list-style-type: none"> • Barangay Clearance • Police Clearance • Fiscal Clearance • MTC Clearance • RTC Clearance • NBI Clearance | | <ul style="list-style-type: none"> • Barangay of the resident-client • PNP • Office of the City Prosecutor • Barangay of the resident-client • PNP • Office of the City Prosecutor • Metropolitan Trial Court • Regional Trial Court • NBI | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Presentation of requirements. | 1.1. Check completeness of documents. | None | 15 minutes | <i>Designated Staff</i> Administrative Division Office of the |

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|---|---|---------|------------|--|
| | | | | City Mayor |
| 2. Pay fee at the City Treasurer's Office (Ground Floor). | 2.1. Issue Order of Payment if documents are complete. | P 50.00 | 10 minutes | <i>Designated Staff</i> Taxpayer's Lounge City Treasurer's Office |
| 3. Return to Mayor's Office for release of Clearance/Certificate. | 3.1. Release the Clearance/Certificate upon presentation of Official Receipt. | None | 5 minutes | <i>Designated Staff</i> Administrative Division Office of the City Mayor |
| | TOTAL | P 50.00 | 30 minutes | |