

Office of the City Mayor

Administrative Management Division

REQUEST FOR ISSUANCE OF MAYOR'S CLEARANCE AND/OR CERTIFICATION

For purposes of the following:

- a. Local employment
- b. Business Requirement
- c. PNP/AFP/PMA/Reservist/BFP Admissions
- d. Record check
- e. Marriage requirement
- f. Correction of Entry (Birth Certificate)
- g. License to own firearms/sell firecrackers
- h. Certification to Solemnize Marriage
- i. Municipality Certification of Unemployment (DepEd, SHS Voucher and ESC)
- j. Authentication and/or Certification of Residency (DFA req)
- k. Affidavit and/or Certification of Support

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 	<ul style="list-style-type: none"> • Barangay of the resident-client • PNP • Office of the City Prosecutor
	<u>For Purpose G only (Additional):</u> <ul style="list-style-type: none"> • MTC Clearance • RTC Clearance • NBI Clearance 	
	<u>For Purpose H only (add'l req.):</u> <ul style="list-style-type: none"> • SEC Cert. of Inc. • Gen. Info Sheet 	
	<u>For Purpose I only (add'l req.):</u> <ul style="list-style-type: none"> • Affidavit of unemployment 	
		<ul style="list-style-type: none"> • Metropolitan Trial Court • Regional Trial Court • NBI
		<ul style="list-style-type: none"> • SEC
		Requesting party

<ul style="list-style-type: none"> • Bgy. Cert. of Indigency • Letter request <p><u>For Purpose J only (add'l req.):</u></p> <ul style="list-style-type: none"> • Photocopy of passport • Photocopy of valid ID • Proof of Relationship (BC, MC etc.) <p><u>For Purpose K only (add'l req.):</u></p> <ul style="list-style-type: none"> • Photocopy of passport • Photocopy of valid ID • Proof of Relationship (BC, MC etc.) 	<p>Barangay Requesting party</p> <p>DFA Any government agency, employment Local Civil Registry</p> <p>DFA Any government agency, employment Local Civil Registry</p>
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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 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	15 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	35 minutes	