



ISSUANCE OF CERTIFICATION OR CERTIFIED TRUE COPY OF BUSINESS PERMIT

As a COVID-19 safety precaution, all taxpayers must book an appointment at <https://qceservices.quezoncity.gov.ph/> to begin transactions with the department. As of the moment this Citizen's Charter is created, the Department is developing the Unified Online Business Permit Application System. This system will allow the full automation of evaluation, document submission, and online business tax payments.

Request for Certification is intended for the following purposes:

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|---------------------------|-----------------------------------|
| 1. Medical Assistance | 4. Birth Certification Correction |
| 2. Legal Assistance | 5. Bidding |
| 3. Scholarship Assistance | 6. Government to Government (G2G) |

Office or Division	BPLD Management Information System- Records and Archiving Division
Classification	Simple
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Who may Avail	Taxpayer who request for Certification or Certified True Copy of Business Permit
Checklist of Requirements	Where to Secure
Certified True Copy If Sole Proprietor: 1. Request letter from the owner/Authorization Letter 2. Photocopy of ID of owner 3. Photocopy of ID of Representative 4. Photocopy of Business Permit id available If OPC/Partnership/Corporation/Cooperative 1. Request Letter from the President or any of the Incorporators 2. Authorization Form 3. Photocopy of ID of President or any of the Incorporators 4. Photocopy of ID of Representative 5. Photocopy of GIS/SEC with articles 6. Photocopy of Business Permit if available	<ul style="list-style-type: none"> • Applicant
Certification 1. Request Letter from the President or any of the Incorporators 2. Authorization Form 3. Photocopy of ID of the President or any of the Incorporators 4. Photocopy of ID of Representative 5. Photocopy of GIS/SEC with articles 6. Endorsement/Proof/Checklist	For Checklists: <ul style="list-style-type: none"> • Hospitals • Schools • SSDD • Government Agencies • BAC/TWG



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Set an Appointment Log in to https://qceservices.quezoncity.gov.ph/ and access Business One Stop Shop click Set an Appointment then select "Records Certification Request". Fill-out request form then click "Submit" or On-premise at the 2nd Floor Civic Center A.	None	None	5 mins.	MIS-RAD staff
2. Processing and Payment of the Certified True Copy	Confirm appointment, verify request and issue Order of Payment	Php 20.00 Verification Fee Php 50.00 for the Certified true Copy/Certification	5mins. or up to 2 days	Authorized MISRAD personnel
3. Claim your request (Certified True Copy/Certification)	Release the requested document.	None	5 mins	Authorized MISRAD personnel