



Provision of Prosecutor's Certification of Case Status and Certified Copy of Documents



4. Provision of Prosecutor's Certification of Case Status and Certified Copy of Documents

A copy of primary/original document that has been certified to prove that such is the true copy of the original document.

Office or Division:	Office of the City Prosecutor QC
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Request Form or documents with case information	1	Office of the City Prosecutor - QC
2. Valid government-issued identification card with photo	1	Government issued ID from any of the following: BIR, DFA, PSA, SSS, GSIS, Pag-IBIG, Philippine Postal Corporation, etc.

PROCEDURES				
CLIENT STEPS	AGENCY ACTION	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and submit the request form together with ID to Docket Section for initial assessment. * Make sure to secure the Order Payment that will be issued	Check the documentary requirements for completeness	P50.00	5 minutes	Verification Staff Docket Section
	Verify the status of the case.		10 minutes	Verifying Custodian Docket Section
	Issue the Order of Payment if the record is available to be paid at the Treasurer's Office		5 minutes	
	Start processing the request		15 minutes	Records Custodian In-Charge
2. Pay the required fees at the Cashier (Treasurer's Office) by showing the Order of Payment * Make sure to secure Official Receipt that will be issued upon Payment.	Check the official receipt and attach on the requested documents. 50 pesos/page (to be paid at the City Treasurer's Office)		5 minutes	Records Custodian Docket Section



3. Return to the Docket Section for the processing and release of certification and present the official receipt to the incharge	Issue the CTC to the requesting Party			Records Records Officer Docket Section
4. Receive the certification from the staff incharge				
			40 mintes	