



Provision of Prosecutor's Clearance and/or Certification



3. Provision of Prosecutor's Clearance and/or Certification

A Prosecutor's Clearance is a document issued to an individual for purposes of local or foreign employment, travel, firearm license, permit to carry firearms, and retirement. This basically assures that an individual has no pending case/s.

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 w/ the photocopy of ID at the front desk (Admin. Div.) for initial assessment. * Make sure to secure the Order Payment that will be issued	Check the documentary requirements for completeness	P50.00	5 minutes	Receiving Staff Admin Division
	After assessment, issue Order of Payment		5 minutes	Receiving Staff Admin Division
	Verify the status of case (NOTE: verification of status takes additional time if the client has crim. records and/or pending cases		10-15 minutes	Records Clerk (Records & Docket Section)



<p>2. Payment of the required fees at the Cashier (Treasurer's Office) by showing the Order of Payment.</p> <p>* Applicants are advised to wait for the issuance of the Official Receipt (OR).</p>	<p>Accept the payment and issued OR</p>		<p>5-10 minutes</p>	<p>Cashier (Treasurer's Office)</p>
<p>3. Present the OR to the Front Desk</p>	<p>Wait for the release of clearance and/or certification as the same will be processed by the staff of Admin. Division after verification.</p>		<p>10-15 minutes</p>	<p>Staff- Admin Division</p>
<p>4. Receive the clearance/or Certification and sign in the docket book</p>			<p>5 minutes</p>	<p>Front Desk Staff</p>
			<p>50-55 minutes</p>	

*** Note:**

In exceptional circumstances such as constraints in manpower/resources and access to information/records, a longer period not exceeding three (3) working days can be allowed for provision of clearance, certification, and other documents, provided that the requesting party is duly informed of the appropriate date and time of release.