



Receiving Criminal Complaints for Inquest Proceedings



2. Receiving Criminal Complaints for Inquest Proceedings

An inquest proceeding is an informal and summary investigation conducted by a public prosecutor in criminal cases involving persons arrested and detained without the benefit of warrant of arrest issued by the Court for the purpose of determining whether or not these persons should remain under the custody and correspondingly be charged in Court.

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. Affidavit of Arrest/Apprehension (and Affidavit of Turn-over if citizen's arrest) (1 original copy, 4 + number of respondent/s photocopies)	5 + number of respondent/s	Law Enforcement Authority
2. Investigation Report (1 original copy, 4 + number of respondent/s photocopies)	5 + number of respondent/s	Law Enforcement Authority
3. Affidavit of Complainant/s and witness/es (1 original copy, 4 + number of respondent/s photocopies)	5 + number of respondent/s	Complainant/s and Witness/es
4. Supporting Documents (1 original copy, 4 + number of respondent/s photocopies):	5 + number of respondent/s	Law Enforcement Authority, Complainant/s and Witness/es and Other Government
a) Murder, Homicide & Parricide		
i. certified true/machine copy of death certificate of the victim		Philippine Statistics Authority (PSA)
ii. autopsy report and certificate of post-mortem examination, if already available;		Law Enforcement Agency
iii. marriage contract (Parricide Case)		PSA
b) Frustrated or Attempted Murder, Homicide, Parricide and Physical Injuries		
i. Medical certificate of complaining witness showing the nature or extent of the injury and duration of healing;		Hospital



<ul style="list-style-type: none"> ii. Certification or statement as to the duration of treatment or medical iii. Certification or statement as to the duration of incapacity for work; iv. Marriage contract in frustrated or attempted parricide cases 		<p>Hospital</p> <p>Hospital</p> <p>PSA</p>
<ul style="list-style-type: none"> c) Violation of the Dangerous Drugs Law/Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165) <ul style="list-style-type: none"> i. Chemistry report or certificate of laboratory examination duly signed by the forensic chemist, if available, the field test result on the seized drugs, as attested to by a PNP Narcotics Command operatives or other competent person ii. Machine copy or photograph of the buy-bust money, if available iii. Affidavit of poseur buyer, if any 		<p>Law Enforcement Agency</p> <p>Law Enforcement Agency</p> <p>Law Enforcement Agency</p>
<ul style="list-style-type: none"> d) Theft and Robbery, Violation of the Anti-Piracy and Anti-Highway Robbery (PD 532) and Violation of the Anti- Fencing Law (PD 1612) <ul style="list-style-type: none"> i. List/inventory of the articles subject of the offense; ii. Statement of their respective values 		<p>Law Enforcement Agency or complainant</p> <p>Law Enforcement Agency or complainant</p>
<ul style="list-style-type: none"> e) Rape, Seduction and Forcible Abduction with Rape <ul style="list-style-type: none"> i. Medico legal report (living case report), if the victim submitted herself for medical or physical examination 		<p>Law Enforcement Agency</p>



<p>f)</p> <p>Violation of the Anti-Carnapping Law (R.A. 6539, as amended by R.A. 10883)</p> <p>i. Machine copy of the certificate of motor vehicle registration</p> <p>ii. Machine copy of the current official receipt of payment of the registration fees of the subject motor vehicle;</p> <p>iii. Photograph of the vehicle, if readily available</p> <p>iv. Certification from the Traffic Management Group/Land Transportation Office</p> <p>v. Other evidence of ownership</p>		<p>Law Enforcement Agency, or Land Transportation Office</p> <p>Law Enforcement Agency, or Land Transportation Office</p> <p>Law Enforcement Agency or complainant</p> <p>Law Enforcement Agency, or Land Transportation Office</p> <p>Land Transportation Office or Complainant</p>
<p>g)</p> <p>Violation of Illegal Gambling (P.D. 1602)</p> <p>i. Gambling paraphernalia</p> <p>ii. Photograph of gambling paraphernalia, if any</p> <p>iii. Cash money, if any</p>		<p>Law Enforcement Agency</p> <p>Law Enforcement Agency</p> <p>Law Enforcement Agency</p>
<p>h)</p> <p>Illegal Possession of Firearms, Ammunitions and Explosives (P.D. 1866, as amended by R.A. 8294 as further amended by R.A. 10591)</p> <p>i. Chemistry report duly signed by the forensic chemist</p> <p>ii. Photograph of the explosives, if readily available</p> <p>iii. Ballistic report, if readily available</p>		<p>Law Enforcement Agency</p> <p>Firearms Explosives Office</p> <p>Law Enforcement Agency</p>



<p>i) Violation of R.A. 9262 (VAWC)</p> <p>i. Marriage contract, or affidavit/evidence of "dating relationship", if applicable</p> <p>ii. Barangay protection order (BPO), if any</p> <p>In case the victim/offender is a minor, the inquest prosecutor shall require the submission of the following:</p> <p>i. Birth certificate, or</p> <p>ii. Dental chart accompanied by a certification from the attending dentist, or</p> <p>iii. Affidavits of any of the parents/disinterested parties</p> <p>iv. Certificate of discernment from the Local Social Welfare Development (LSWD) in cases covered by R.A. 9344 (Juvenile Justice and Welfare Act)</p>		<p>PSA</p> <p>Barangay where the complainant resides</p> <p>PSA</p> <p>Dentist where the complainant-minor was treated or referred</p> <p>Any of the parents/disinterested parties</p> <p>Department of Social Welfare and Development</p>
<p>j) Violation of R.A. 7610 (Child Abuse)</p> <p>i. Birth certificate of minor victim/offender</p> <p>ii. Dental chart accompanied by a certification from the attending dentist, or</p> <p>iii. Affidavits of any of the parents/disinterested parties</p> <p>iv. Certificate of discernment from the Local Social Welfare Development (LSWD) in cases covered by R.A. 9344 (Juvenile Justice and Welfare Act)</p>		<p>PSA</p> <p>Dentist where the complainant-minor was treated or referred</p> <p>Any of the parents/disinterested parties</p> <p>Department of Social Welfare and Development</p>
<p>5. Investigation Data Form duly accomplished and certified under oath by the law enforcer or citizen effecting the arrest, or the complainant</p>	<p>2</p>	<p>Office the Provincial or City Prosecutor</p>



PROCEDURES				
CLIENT STEPS	AGENCY ACTION	Fees to be Paid	Processing Time	Person Responsible
1. The law enforcement officer submits the documentary requirement properly bound, arranged, labeled and paged.	Check the documents. If complete, require the complainant to fill-up the Investigation Data Form (IDF). If no Affidavit of Arrest and IDF, return all documents	None	5 minutes	Duty Inquest Prosecutor
2. Fill-out and submit the IDF.	Check the completeness of data in the IDF and require the complainant to subscribe/ certify under oath th IDF and the complainant/ witness/es affidavit/s	None	5 minutes	Duty Inquest Prosecutor
3. Certify under oath the information contained in the IDF and complaint/witness/es affidavits	Administer the Oath	None	10 minutes	Prosecutor on- duty
4. Submit to the receiving staff.	Stamp "Received" with name of office, date, time, name and signature of receiving staff. *Write or stamp the assigned NPS docket number on the IDF. *Record the complaint on the official logbook and electronic database, if any.	None	5 minutes	Receiving Staff/ Docket Section
			5 minutes	Receiving Staff/ Docket Section
			5 minutes	Receiving Staff/ Docket Section
5. Receive the duly stamped/ received copy of IDF with assigned NPS docket number and sign in the logbook				
			35 minutes	