



Receiving Criminal Complaints for Preliminary Investigation



1. Receiving Criminal Complaints for Preliminary Investigation

A preliminary investigation is an inquiry or proceeding to determine whether there is a sufficient ground to engender a well-founded belief that a crime has been committed and the respondent is probably guilty thereof and should be held for trial.

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. Complaint- affidavit/sworn- statement of witness/es of private complainant/victim (1 original copy, 4 + no. of respondent/s photocopies)	5 + number of respondent/s	Complainant
2. Affidavit/sworn- statement of witness/es (1 original copy, 4 + no. of respondent/s photocopies)	5 + number of respondent/s	Witness/es
3. Supporting Documents (1 original copy, 4 + no. of respondent/s photocopies)	5 + number of respondent/s	
a. Certificate to File Action (for offenses covered by the katarungan Pambarangay Law)		Barangay Hall
b. Medical Certificate (for frustrated or attempted homicide, murder, parricide, and physical injuries cases)		Hospital/ Health Services of Philippine National Police (PNP)/ Crime Laboratory of PNP
c. Police Investigation Report		PNP
d. Police Sketches (for vehicular collision case)		PNP
e. Photographs (for vehicular collision case)		PNP
f. Inventory/ List of articles/Items subject of the offense with their respective values (for theft, robbery, Anti-Piracy and Anti-Highway Robbery, and Anti-Fencing Law cases)		PNP



Document		No. of Copies	Where to Secure
g.	Actual gambling paraphernalia or in case of its unavailability, the photograph of the subject item, if any, item/cash money (bet/wager) (for illegal gambling case)		PNP
h.	Certification (for Anti- Car napping Law case)		Traffic Management Group / Land Transportation Office
i.	Certification (for illegal possession of firearms, ammunitions and explosives cases)		Firearms and Explosive Office
j.	Certification of Non- Licensee or Non-Holder of Authority (for illegal recruitment case)		Philippine Overseas and Employment Authority
k.	Chemistry Report/ Laboratory examination report signed by forensic chemist (for Dangerous Drugs Law/ Comprehensive Dangerous Drugs Act cases)		Hospital/ Health Services of Philippine National Police (PNP)/ Crime Laboratory of PNP Narcotics Command Operative
l.	Death Certificate (for parricide, murder, homicide cases)		Philippine Statistics Authority
m.	Authority to File Complaint (for violation of the Tariff and Customs Laws or National Internal Revenue Code, respectively)		Bureau of Customs/ Bureau of Internal Revenue
n.	Birth Certificate; or dental chart accompanied by the certificate of the attending dentist; or affidavit of any of the parent/disinterested person stating the age and date of birth of the victim/offender (for minor victim/offender)		Philippine Statistics Authority / Dentist
o.	Certificate of discernment (for cases covered by R.A. 9344 "the Juvenile Justice and Welfare Act", in cases where the offender is 15 years old and below 18 years old)		Department of Social Welfare and Development
4.	Investigation Data Form (1 original copy, 1 photocopy)	2	Office of the City Prosecutor of QC



PROCEDURES				
CLIENT STEPS	AGENCY ACTION	Fees to be Paid	Processing Time	Person Responsible
1. Submit the documentary requirements properly bound, arranged, labeled and paged.	Check the documents. If complete, require the complainant to fill-up the Investigation Data Form (IDF). If incomplete, return all documents.	None	5 minutes	Receiving Staff/ Docket Section
2. Fill-out and submit the IDF.	Check the completeness of data in the IDF and require the complainant to subscribe/certify under oath the IDF and the complainant/ witness(es) affidavit/s	None	5 minutes	Receiving Staff/ Docket Section
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.	None	5 minutes	Receiving Staff/ Docket Section
	Write or stamp the assigned NPS docket number on the IDF.		5 minutes	Receiving Staff/ Docket Section
	Record the complaint in the appropriate logbook and electronic database, if any.		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	