



**5. 1. SERVICE NAME: Issuance of Certificate of Non-Apprehension**

<b>Office or Division:</b>	Ordinance Violation Receipt Redemption Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Apprehended Drivers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter – 1 copy (original)			Driver	
2. Photo Copy of valid government ID – 1 copy (photocopy)			Driver	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the request letter / photocopy of valid ID and or Endorsement from LTO/LGU	1.1. Receives request letter and photocopy of valid ID.	None	5 minutes	OVR Receiving Clerk at Counter 1 or 2
	1.2. Check records for unsettled apprehension / violation of the driver / motorist from the OVR System.  <b>Note:</b> If positive for unsettled apprehension / violation refer to <b>(Service Name: OVR Ticket Redemption/Payment for Traffic Violations)</b> . If no unsettled apprehension, issue the document requested.	None	5 minutes	EDP Staff
	1.3. Prints requested document of the driver / motorist.	None	5 minutes	EDP Staff



	<b>1.4.</b> Sign the printed document (Certificate of Non-Apprehension).	None	5 minutes	Head, TTMD
<b>2.</b> Receives the Certificate of Non-Apprehension	<b>2.1.</b> Releases the Certificate of Non-Apprehension, and have the client sign in the duplicate copy of the certificate as proof of receipt to the document/s.	None	5 minutes	OVR Releasing / Recording Clerk at Counter 3, 4 or 5
<b>TOTAL:</b>		None	25 minutes	