



POLICE CLEARANCE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Secure an Official Receipt	City Treasurer's Office •Melissa Santos (Window 2) •Syra Matito (Window 3)	3 mins.	Persons applying for: a. Local Employment b. Passport c. Driver's License d. Firearms Permit e. Change of Name f. Filipino Citizenship g. SSS Requirement h. Foreign Travel i. For Adoption j. Others	1. Community Tax Certificate (Cedula) 2. Receipt of Payment from City Treasurer's Office	a. For Employment - P100.00 b. Change Name - P100.00 c. Filipino Citizenship (Application) - P300.00 d. Passport/Visa Application - P100.00 e. Firearms Permit Application – P500.00 f. PLEB Clearance – P100.00 Others – P100.00	N/A
2. Submit requirements	•Ferdinand Ancheta (Window 1)	4 mins.				
3. Undergo interview and picture taking	•Ferdinand Ancheta (Window 2)	3 mins.				
4. Check record and verification	•Aurora Perez (NUP) •Jhun Garcia (NUP)	1 hr.				
5. Releasing of Police Clearance	•Ronald Pascual (Window 1)	1 min.				