



PROVISION OF PROSECUTOR'S CERTIFICATION OF CASE STATUS AND CERTIFIED COPY OF DOCUMENTS

A copy of a primary/original document that has been certified to prove that such is the true copy of the original document.

Office or Division:	Office of the Regional Prosecutor, Provincial Prosecutor and City Prosecutor
Classification:	Simple
Type of Transaction:	Government to Citizen (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 Regional Prosecutor
2. Valid government-issued identification card with photo	1	Government issued ID from any of the following: DFA (Passport), SSS/GSIS (Umid Card), Philippine Postal Corporation (Postal ID), LTO (Driver's License), COMELEC ID, etc.

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill-out and submit the request form together with ID to Docket Section for initial assessment.	Check the documentary requirements for completeness.		15 minutes	Receiving Staff Docket Section
	Verify the status of the case.		20 minutes	Records Officer Docket Section
	Issue the Order of Payment if requesting certified true copies .		5 minutes	
	Start processing the request		10 minutes	
2. Pay the required fees at the Cashier by showing the Order of Payment. * Make sure to secure Official Receipt that will be issued upon payment.	Accept the payment based on the Order of Payment. • For first three (3) pages copy of documents • Succeeding pages	Php 75.00 2.00per page	5 minutes	Collection Officer



	Issue the Official Receipt.		5 minutes	
3. Return to the Docket Section for the processing and release of certification.	Check the Official Receipt.		5 minutes	Records Officer Records Section
	Issue the Certificate to the client.		5 minutes	
TOTAL:			60 minutes	

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as constraints to access information.