



PROVISION OF PROSECUTOR'S CLEARANCE

A Prosecutor's Clearance is a document issued to an individual who needs the same for the purpose of local employment or foreign employment, foreign travel, firearm license, permit to carry firearms, and retirements. This basically assures that an individual has no pending case/s.

Office or Division:	Office of the Regional Prosecutor, Provincial Prosecutor and City Prosecutor
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B) and Government to Government (G2B)
Who may avail:	All

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Request Form or documents with case information (if any)	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.
3. Other additional supporting documents (requested on a case to case basis)		
3.1. Barangay Clearance (if indigent, attached certificate of indigency)	1	Concerned Barangay Office
3.2. Police Clearance	1	Concerned Local City/Municipal/Provincial Police Office
3.3. Prosecutor's Clearance	1	Office of the Provincial/ City Prosecutor

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill-out and submit the request form together with the complete documents to Docket Section for initial assessment.	Check the documentary requirements for completeness.		10 minutes	Receiving Staff Docket Section
	Verify the status of the case.		minutes	Assessment Clerk / Records Officer Docket Section
	Assess and issue Order of Payment, if no pending case.		5 minutes	



	Processing of the request		10 minutes	
2. Pay the required fees to the Collection Officer by showing the Order of Payment.	Accept the payment based on the Order of Payment:	1,000	5 minutes	Collection Officer
	<ul style="list-style-type: none"> • For Firearm License PHP 1,000 • For Permit to Carry 500 • For Business Permit 300 • For Foreign Travel 200 • For Retirement/Resignation 100 • For Foreign Employment 100 • For Local Employment 50 	500 300 200 100 100 50		
	Issue the Official Receipt.		5 minutes	
3. Present the O.R. to the Docket Section.	Check the Official Receipt and process the request		5 minutes	Admin. Officer/ Records Officer Records Section
	Signing of the Clearance		5 minutes	Approving Officer
	Issue the Certificate to the client.		5 minutes	Releasing Officer
4. Receive the clearance and sign in the logbook.				
Total:			60 minutes	

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