



PROVISION OF CERTIFIED TRUE 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:	OSJ Prosecution Staff, Office of the Regional Prosecutor, Provincial Prosecutor and City Prosecutor
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Party to the case, Counsel of the Party/ies, other authorized person

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Request Form or documents with case information	1	Frontline Window/Office of the Regional Prosecutor/OPP/OCP/OSJ Prosecution Staff
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 a valid government issued ID to the Docket Section for initial assessment.	Checks the documentary requirements if complete		10 minutes	Receiving Staff Docket Section
	Verify the status of the case.		15 minutes	Records Officer/Staff
	Issues Order of Payment		5 minutes	
	Process the request		10 minutes	
2. Pay the required fees at the Cashier by showing the Order of Payment. * Make sure to secure Official Receipt upon payment.	Accepts the payment based on the Order of Payment. • For first three (3) pages copy of documents • Succeeding pages	Php 75.00 2.00per page	3 minutes	Collection Officer/ Cashier Section
	Issues Official Receipt.		4 minutes	



3. Return to the Docket Section for the processing and release of certification.	Checks the Official Receipt and refer for signing of certificate		4 minutes	Records Officer Records Section
	Signing of the certified copies of documents		4 minutes	Admin. Officer/ Approving Officer
	Issue the Certificate to the client.		5 minutes	Receiving Staff Docket Section
TOTAL:			60 minutes	

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