

**DEPARTMENT OF JUSTICE  
WITNESS PROTECTION SECURITY AND  
BENEFIT PROGRAM  
(R.A. NO. 6981)  
MANILA**

**Application Checklist**

**I. General Requirements Checklist**

- 1. Applicant has witnessed or has knowledge of or information on the commission of a crime and has testified or is testifying or about to testify
- 2. Accomplishment of an application form
- 3. Referral or Recommendation letter from the proper Government Agency
- 4. Classification of offense in which testimony is to be used as grace felony
  - a. Definition of GRAVE FELONY those to which the law attaches the capital punishment or penalties which in any of their periods are afflictive in accordance with Article 25 of the Revised Penal Code
  - b. What are the afflictive penalties?
    - 1.Reclusion perpetua
    - 2.Reclusion temporal
    - 3.Perpetual or temporary absolute disqualification
    - 4.Perpetual or temporary special disqualification
    - 5.Prison Mayor
    - 6.Fine – whether imposed as single or as alternative penalty if it exceeds Php 6,000
- 5. Determination of nature of testimony – must be capable of substantial corroboration on material points.
- 6. Existence of threats to life or bodily injury against applicant or any of his family member within the second civil degree of consanguinity or affinity; or likelihood that applicant will be killed, forced, intimidated, harassed or corrupted to prevent him from testifying or to testify or evasively.
- 7. Statement under oath that he is not a law enforcement officer.
- 8. Sworn Statement of the witness-applicant detailing his knowledge or information on the commission of the crime.
- 9. Sworn Statement or corroborating witness
- 10. Sworn Statement of Police investigator
- 11. Police Report
- 12. Marriage contract, if applicable duly certified by NSO/Civil Registrar's Office.
- 13. Birth Certificate of unmarried child/children below 18 years old duly certified by NSO/ Civil Registrar's Office

- 14. Certification from a law-enforcement agency/officer of the existence of the Threats or Harassment as contemplated under Sec. 3 (c) of R.A. 6981
- 15. Certificate of Materiality and Indispensability of the Applicant's testimony execute by the investigating prosecutor
- 16. Resolution of the case
- 17. Information of the case

**II. Additional Requirements Checklist**

**1. State witnesses**

- a. Certificate of Prosecutor/Investigating Officer as to such absolute necessity or materiality of his offered testimony.
- b.Non-availability of other direct evidence for proper prosecution.
- c.He does not appear to be the most guilty.
- d.NBI Clearance/certificate that he has never been convicted of any crime involving moral turpitude, i.e. everything done contrary to justice, honesty, modesty or good morals is done with turpitude (Ex. Estafa, bribery, perjury, forgery, theft, adultery, arson..)
- e. Execute a Sworn Statement detailing the manner in which the offense was committed and his participation therein.

**2. Witness in case of legislative investigation in aid of legislation**

- Express consent of witness
- Recommendation of legislative committee by President of the Senate or Speaker of the House of Representatives, as the case may be.

**3. In case of minor applicants, Social Case Study Reports from the DSWD.**