



ISSUANCE OF CERTIFICATION OF “NOT-THE-SAME-PERSON” (NTSP)

A NTSP Certification is a documents issued to an individual who needs the same for multi-purposes, basically an assurance that an individual has no pending case/s.

Office or Division:	Legal Staff
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Duly notarized letter-request	1	Requesting Party
2. Copy of Bureau of Immigration print-out	1	Bureau of Immigration (BI)
3. Affidavit of Denial	1	Requesting Party
4. Photocopy of valid Passport's biopage	1	Requesting Party
5. NBI Clearance	1	National Bureau of Investigation (NBI)
6. Clearance from Court of appropriate government agency (whenever applicable)	1	Concerned judicial office (MTC, RTC, Court of Appeals, Supreme Court)

PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
4. Submits letter-request and supporting documents to the Office of the Assistant Chief State Counsel (ACSC).	Receives letter-request for verification and issuance of order of payment	None	10 minutes	Support Staff/Action Lawyer
5. Pays the required fees at the Collection Officer	Receives payment and issues official receipt	P500.00	5 minutes	Collection Officer



6. Presents official receipt to Office of the ACSC.	Processing of request	None	15 minutes	Support Staff/ Chief State Counsel
7. Receives NTSP Certification (signed with dry seal)		None	5 minutes	Support Staff
TOTAL:			35 minutes	

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as availability of signatory(ies).