



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 retirement. This basically assures that an individual has no pending case/s.

Office or Division:	Office of the Secretary of Justice Prosecution Staff, Office of the Provincial Prosecutor and City Prosecutor , 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 (G2G)
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	Frontline Office/Window
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. From the Client / Requesting Party
3. Other additional supporting documents (requested on a case to case basis)		
3.1. Barangay Clearance (if indigent, attached certificate of indigence)	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 a valid ID to Docket Section for initial assessment.	Checks the documentary requirements if complete		10 minutes	Receiving Staff Docket Section
	Verify the status of the case.		10 minutes	Assessment Clerk / Records Officer Docket Section
	Assess and issue Order of Payment, if no pending case.		5 minutes	
	Process the request		10 minutes	
2. Pay the required fees to the Collection Officer by showing the Order of Payment.	Accepts the payment based on the Order of Payment:		5 minutes	Collection Officer/Cashier Section
	<ul style="list-style-type: none"> • For Firearm License 1,000 • For Permit to Carry 500 • For Business Permit 300 • For Foreign Travel 200 • For Retirement/Resignation 100 • For Foreign Employment 50 • For Local Employment 			
	Issues Official Receipt.		5 minutes	



3. Present the O.R. to the Docket Section.	Checks the Official Receipt and refer for the signing of certificate	5 minutes	Assessment Clerk / Records Officer Docket Section
	Signing of the Clearance	5 minutes	Admin. Officer/ Approving Officer
	Issues 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.