



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

A NTSP Certification is a document issued to an individual who needs the same to ascertain that he/she has no pending case/s.

<b>Office or Division:</b>	Legal Staff
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Citizen (G2C), Government-to-Government
<b>Who may avail:</b>	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 BiopageB	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, Ombudsman, Sandiganbayan, NPS)

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter-request and supporting documents to the Legal Staff Frontline Service	Receives letter-request, checks completeness of documentary requirements, and issues Order of Payment	None	10 minutes	Support Staff
2. Pays the required fee at the DOJ Cashier Section	Receives payment and issues Official Receipt	P500.00	5 minutes	Collection Officer



3. Presents Official Receipt to the Legal Staff Frontline Service	Processes request (evaluates request and prepares action document)	None	30 minutes	Support Staff/Action Lawyer/Chief State Counsel
4. Receives action document (signed with dry seal)	Releases signed action document to client	None	5 minutes	Support Staff
<b>TOTAL:</b>			<b>50 minutes</b>	

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