



## PROVISION OF CERTIFIED TRUE COPY OF DOCUMENTS

A certified true copy of a document is being issued to requesting parties to validate that such is the true copy of the original document in custody of the certifying unit.

<b>Office or Division:</b>	Administrative Service - Records Management Section (RMS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Government (G2G), Government-to-Citizen (G2C)
<b>Who may avail:</b>	DOJ Personnel / Other authorized person

<b>CHECKLIST OF REQUIREMENTS</b>		
<b>Document</b>	<b>No. of Copies</b>	<b>Where to Secure</b>
1. Request Form or documents with case information	1	Records Management Section
2. Valid government-issued identification card with photo 3. Authorization Letter, if applicable	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 ID, Authorization Letter, if applicable, to Records Management Section for initial assessment.	Check the documentary requirements for completeness.		15 minutes	Receiving Staff
2. Pay the required fees at the Cashier by showing the Order of Payment. * Make sure to secure Official Receipt that will be issued upon payment.	Accept the payment based on the Order of Payment.  <ul style="list-style-type: none"> <li>• For first three (3) pages copy of documents</li> <li>• Succeeding pages</li> </ul>	Php 75.00  2.00per page	5 minutes	Collection Officer
	Issue the Official Receipt.		6 minutes	
3. Return to the Records Management Section for the processing and release of certified documents.	Check the Official Receipt.		5 minutes	Records Officer Records Management Section
	Issue the certified documents to the client.		5 minutes	
<b>TOTAL:</b>			36 minutes	

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