

Department of Justice
Manila

National Prosecution Service
OFFICE OF THE PROSECUTOR GENERAL
NPS Docket Section

Frontline Service: Request for the Issuance of Certified True Copy of Resolution and or Certified Machine Copy / Certification as Submitted of Records for Cases on Preliminary Investigation (PI), Inquest, Automatic Review* and Petitions for Review (includes Motion for Reconsideration)*

	Procedure	Employee	Time	Fees
1	Go to Window 5, ask the NPS Docket Staff for a NPS Request form and fill up the same	NPS Docket Staff <i>(Window No. 5)</i>	1 to 2 minutes	None
2	Submit the NPS Request form together with the following requirements: a. valid Identification Card (ID) of the requesting party; and b. if a representative, a letter request with authorization letter from the party)	NPS Docket Staff <i>(Window No. 5)</i>	3 to 6 minutes	None
3	Pay the amount due at the Cashier Section	Collecting Officer <i>(Window No. 13)</i>	1 to 3 minutes	P 75.00 for the first 3 pages P 2.00 each for the succeeding pages
4	Present the Official Receipt to the Docket Staff and a copy of the filled-up assessment form	NPS Docket Staff <i>(Window No. 5)</i>	1 to 2 minutes	None
5	Await for the issuance of the requested document/s		10 to 15 minutes	None
6	Receive the certified copy of the requested document/s and sign in the "Received by" portion of the Request Form	NPS Docket Releasing Staff <i>(Window No. 5)</i>	1 to 2 minutes	None
End of transaction				
Feedback procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.				

*Note: *Automatic Review filed on June 2016 & Down & Petition for Review filed on May 31, 2015 & Down*

Processing time: **25 to 30 minutes** depending on the availability and number of copies of the requested resolution; and or the availability and thickness of the records being requested

Procedure for complaints:

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction; OR
2. Contact the Prosecution Staff office at:
 - a. Telephone: (02) 523-8481 local 281;
 - b. Email Address: nps_opg@doj.gov.ph; OR
3. Contact government complaint CSC hotline "8888".