

## 2. Local Police Clearance

**Schedule of Availability:**

Monday to Friday  
8:00 am to 5:00 pm without noon break

**Client / Requesting Party:**

All Interested Parties

**Documentary Requirements:**

1. Community Tax Certificate
2. Barangay Clearance
3. Two (2) pieces of 2x2 ID pictures

**Concerned Office:**

Local Police Station

**Duration:** 3 hours

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1	Fill out a request form	Provides the Request Form	Duty Desk Officer	Request Form	None	10 min
2	Submit the form with the required documents to the Desk Officer	Records the request in the logbook and refers the client to the designated Action PNCO at the Clearance Section		Clearance PNCO		None
		Verifies the authenticity of the documents submitted and advises the client to pay the fee at the treasurers office	15 min			
3	Pay the Police Clearance fee at the treasurers office	Accepts the fee and gives an official receipt	Treasurer's Office	None	Set by LGU	
4	Submit the official receipt to the Clearance PNCO	Verifies records and prepares the clearance	Clearance PNCO		None	1 hr
		Approves and signs the clearance	Chief of Police			20 min
5	Place your thumb mark on the space provided for and claim the clearance	Releases the clearance	Clearance PNCO			20 min
END OF TRANSACTION				TOTAL = 2 hr, 15 min		

For inquiries, comments, and suggestion, please call 723-6983, 723-0401 local 4273 or text 0917-8475757 or e-mail us at [tsip.pnp@gmail.com](mailto:tsip.pnp@gmail.com).