

### 3. Police Reports (Extracts from Police Blotters)

**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. Valid Identification Card
2. Community Tax Certificate

**Concerned Office:**

Local Police Station

**Duration:** 3 hours

<b>How to Avail the Service:</b>							
<b>Step</b>	<b>Applicant</b>	<b>Service Provider</b>	<b>Office/Person Responsible</b>	<b>Forms</b>	<b>Fees</b>	<b>Processing Time</b>	
<b>1</b>	Manifest intent to the Desk Officer and fill out a request form	Provides the Request Form		Request Form		10 min	
<b>2</b>	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 Investigation Section	Duty Desk Officer	None	None	10 min	
		Advises the client to pay the fee at the treasurers office	Action PNCO			15 min	
<b>3</b>	Pay the Police Blotter Extract fee at the treasurer's office	Accepts the fee and gives an official receipt	Treasurers Office		None	Set by LGU	–
<b>4</b>	Submit the official receipt to the Action PNCO	Verifies records and prepares the police blotter extract	Action PNCO		None	None	1 hr
		Approves and signs the police blotter extract	Chief of Police				20 min
<b>5</b>	Claim the police report	Action PNCO releases the document	Action PNCO				
<b>END OF TRANSACTION</b>				<b>TOTAL = 2 hr, 5 min</b>			

*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).*