



## Securing Mayor's Clearance and Certificate of Good Moral Character

### ABOUT THE SERVICE

This service is for individuals who need to secure a Mayor's Clearance before they can apply for a firearms license. People seeking employment are sometimes also required to secure the same, especially for applicants to the Philippine National Police (PNP) and to the Armed Forces of the Philippines (AFP). Some schools and overseas employment agencies require their students/recruits to secure a Certificate of Good Moral Character before they are allowed to enroll or apply.

### TAXES AND FEES

#### Mayor's Clearance

For firearms permit application	P 200.00
For tourist passport and visa application	200.00
For Overseas Contract Work Passport	100.00

#### Certifications

For employment, scholarship, study grants or other purposes not specified above	P 50.00
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<b>Department / Office:</b>		<b>CITY MAYOR'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Individuals who need to secure Mayor's Clearance and Certificate of Good Moral Character		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Mayor's Clearance</b>		<ul style="list-style-type: none"> <li>Naga City Police Office</li> <li>Regional Trial Court-Naga City</li> <li>City Treasurer's Office</li> <li>Bureau of Internal Revenue</li> <li>City Treasurer's Office</li> </ul>		
<ul style="list-style-type: none"> <li>Original Copy of Police Clearance</li> <li>Original Copy of Court Clearance</li> <li>Latest Community Tax Certificate</li> <li>1 documentary stamp</li> <li>Official Receipt for Mayor's Clearance Fee</li> </ul>				
<b>For Certificate of Good Moral Character</b>		<ul style="list-style-type: none"> <li>Barangay</li> <li>City Treasurer's Office</li> </ul>		
<ul style="list-style-type: none"> <li>Barangay Certification (stating that the client is a resident of the barangay and has no derogatory records)</li> <li>Official Receipt for Certificate of Good Moral Character</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Requirements	2. Evaluation of submitted documents.		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)  LAURIE JANE P. PURCA Administrative Aide (Job Order)
3. Payment of Fees.		See fees above.	5 minutes	Local Revenue Collection Officer CITY TREASURER'S



				OFFICE
	4. Preparation of Clearance or Certification.		5 minutes	GRACE S. SEGUI Administrative Aide I (Casual)  LAURIE JANE P. PURCA Administrative Aide (Job Order)
	5. Approval of City Mayor.  City Mayor approves the Clearance or Certification.		1 minute	NELSON S. LEGACION City Mayor  FRANCISCO M. MENDOZA CDGH I City Administrator  PAUL JOHN F. BARROSA Secretary to the Mayor
	6. Release of Clearance or Certification.		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)  LAURIE JANE P. PURCA Administrative Aide (Job Order)
<b>TOTAL</b>			13 minutes	

**CITY MAYOR'S OFFICE**

Room 201, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

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