



Issuance of Certification/Authentication

Certification/Authentication is issued to affirm the validity of information.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Client		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1. Verify, prepare certification/authentication and release documents	None	5 minutes after verification	<i>Administrative Aide</i> Office of the Mayor
TOTAL		None	5 minutes	