

Issuance of mayor's clearance for firearms license and certificate of good moral character, recommendation/endorsement

☑ ABOUT THE SERVICE

INDIVIDUALS 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. This is especially true of applicants to the Philippine National Police (PNP).

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.

Recommendations/endorsements are also asked for individuals seeking employment. Some also secure this document for other purpose.

All these documents can be secured from the Mayor's Office.

☑ REQUIREMENT(S)

For Recommendation/Endorsement:

- Complete Bio-data/Resume
- Barangay Clearance

For Mayor's Clearance for Fire Arms License:

- Original Copy of Police Clearance
- Original Copy of Court clearance
- Latest Community Tax Certificate
- Official Receipt from the Municipal Treasurer Office

For Good Moral Character

- Barangay Certification (stating that the clients is a resident of the Brgy. and has no degatory records)
- Official Receipt from the Municipal Treasurer Office

☑ FEES

Mayor's Clearance Fee for Firearms License	-	P150.00
Clearances/Certification	Fee	- 50.00
Recommendation Fee		- 50.00
Endorsement		- 50.00

☑ HOW TO AVAIL OF THE SERVICE

	Activities/Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain clients, receive and verify compliance of the requirements. For recommendation/endorsement, the client is required to personally approach the mayor	Present required documents to the receiving clerk/employee	5 minutes	Isabel Bernades Clerk
2.	Advise client to pay the required fees	Proceed to the MTO for payment	5 minutes	Local Revenue Officer
3.		Present OR		
4.	Prepare Mayor's Clearance/ Certification/Recommendation for approval		5 minutes	Germinio Vallente Clerk
5.	Mayor's Approval	Wait	15 minutes	Fortunato R. Abrenilla Mayor/ Exuperio C. Lloren Vice Mayor
6.	Release of Clearance/ Certification/Recommendation	Sign logbook	1 minute	Isabel Bernades Clerk

Total

31 minutes