



Protective and Support Services

Philippine National Police



1. National Police Clearance System

A comprehensive, fast, convenient and reliable system for the issuance of Police Clearance Nationwide

Office or Division:	Laoag City Police Station			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Print the Generated Reference Number Given by the NCPS System ➤ Payment Confirmation Slip and Electronic Official Receipt (OR) as proof of payment ➤ Two (2) Valid ID 		Visit the online site of NCPS https://pnpclearance.ph for the registration *Fill out required information and set an appointment at a suitable date and preferred police station. Any Branch of LandBank of the Philippines Any Government Agencies With Valid Identification Card		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Manifest intent to the Desk Officer.	Desk Officer will assist the client to go to the NCPS Room	None	10 seconds	Duty Desk Officer
2. Give the generated reference number and the Payment Confirmation Slip and Electronic Official Receipt (OR) as proof of payment to the Clearance PNCO	2. Clearance PNCO/ NUP assist the applicant in taking the Biometrics and Photo /Signature Capture	None	10 seconds	Clearance PNCO/ NUP



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. The Applicant will now take the Biometrics and Photo/Signature Capture	3. Clearance PNCO/ NUP assist the applicant in taking the Biometrics and Photo / Signature Capture	None	5 minutes	Clearance PNCO/NU
4. Wait for the Clearance to be release.	4. Clearance PNCO/ NUP verify in PNP Crime Related Data Base. -e-Rogue -e-Warrant -CIDMS -CIRAS	None	If HIT: 15-30 minutes If NO HIT: 2 minutes	Clearance PNCO/NUP -Verifier PNCO Clearance PNCO/NUP
5. Receive the NPCS	5. Release the NPCS to the applicant	None	10 seconds	Clearance PNCO/NUP
TOTAL:			22 minutes 30 seconds	



2. Laoag City Police Station Clean Rider Act

Office or Division:		Laoag City Police Station		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Manifest intent to the Desk Officer (Applicant Client)	1. Provide list of requirements	None	1 minute	Desk Officer
2. Fill up the request form and submits same with the required documents to the Desk Officer	2. Assists the client	None	2 minutes	Duty Operation PNCO
3. Thumb Mark and Signature of Applicant to the clearance	3. Assists the client	None	30 seconds	Duty Operation PNCO
4. Wait for the sticker	4. The Duty Operation PNCO release the sticker and put to the motor vehicle, LTO ID and Helmet.	None	30 seconds	Duty Operation PNCO
TOTAL:			4 minutes	



3. Provision of National Police Clearance

Office or Division:		Laoag City Police Station		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Manifest intent to the Desk Officer (Applicant Client)	1. Provide list of requirements	None	1 minute	Desk Officer
2. Proceed to NPCCS Processor and present Two (2) Valid Identification Card.(Clearance PNCO)	2. Clearance PNCO to validate appointment record (Clearance PNCO)	None	2 minutes	Desk Officer and Clearance PNCO
3. Conduct of Biometric -Have a photo, signature and fingerprint captured. (Clearance PNCO/ Applicant)	3. Assists the client	None	30 seconds	Clearance PNCO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Wait for the Clearance	4. HIT: Wait for the advise of the Verification Officer for the Verification process and interview Without HIT: Just wait for the Clearance (Clearance PNCO/ Applicant)	None	15 minutes	Clearance PNCO
5. Receive the clearance	5. Clearance PNCO release the clearance (Clearance PNCO)	160.00	1 minute	Clearance PNCO
TOTAL:		160.00	6 minutes (without Hit) 1 day and 5 minutes (with Hit)	

4. Provision of Local Police Clearance

Office or Division:	Laoag City Police Station			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Manifest intent to the Desk Officer (Applicant Client)	1. Provide list of requirements	None	1 minute	Desk Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fill up the request form and submits same with the required documents to the Desk Officer	2. -Desk Officer enters the request in the Logbook and refers same to the designated Action PNCO, Clearance Section 2.1 Clearance PNCO verifies the authenticity of the documents submitted and advises the client to pay police clearance fee at the Treasurer's Office.	None	2 minutes	Duty Operation Desk Officer and Clearance PNCO
3. Thumb Mark and Signature of Applicant to the clearance	3. Assists the client	None	30 seconds	Clearance PNCO
4. Wait for the clearance	4. The Clearance PNCO verifies records and prepares the clearance. 4.1 COP approves/ signs the clearance (COP/Clearance PNCO)	None	15 minutes	Clearance PNCO
5. Receives the clearance	5. Clearance PNCO release the clearance (Clearance PNCO)	None	1 minute	Clearance PNCO
TOTAL:			19 minutes 30 seconds	