

### 3. Issuance of Certified True Copy

This service caters those clients that will avail certified true copies of the business permits and certifications such as certification of no permits, no existing business, and certificate of cessation

<b>Office or Division:</b>	Business Permits & Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All transacting public			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Municipal Treasurer's Office and pay corresponding fee	1. Municipal Treasurer's Office (MTO) will receive payment and issue official receipt.	130.00	10 minutes	<i>Revenue Collectors Municipal Treasurer's Office</i>
2. Proceed to Business Permits and Licensing Office (BPLO), present your business permit with the official receipt.	2. Business Permits and Licensing Office (BPLO) will issue 3 pages of certified true copies of the business permit	none	10 minutes	<i>Revenue Collection Clerk II / Admin Aide I Business Permits &amp; Licensing Office</i>
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client Satisfaction Survey form			<i>Admin Aide III Business Permits &amp; Licensing Office</i>
<b>TOTAL</b>		<b>P 130.00</b>	<b>20 munites</b>	