

4. ISSUANCE AND AUTHENTICATION OF DOCUMENTS:

Office or Division:	CITY LEGAL DEPARTMENT			
Classification:	Simple Transaction			
Type of Transaction:	Issuance and Authentication of legal documents			
Who may avail:	Anybody required by law, ordinance or executive order to secure clearance and/or legal documents for authentication by the City Legal Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Appear in Person and present valid competent evidence of identity				
Submit documents for authentication				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client must be present to submit documents for authentication	1. Validate and review the information/ details and other required documents given by the client	None	2 minutes	Administrative Staff/Legal Assistant
	3. Preparation of documents to be authenticated	None	5 minutes	Administrative Staff/Legal Assistant
	3. Signing of documents;	None	10 minutes	City Legal Officer/Attorney V
	4. Released of the document/s to client;	None	5 minutes	Administrative Staff/Legal Assistant

END OF TRANSACTION