

BUSINESS PERMITS AND LICENSE OFFICE

CERTIFICATION AND CERTIFIED TRUE COPY

For agency / person / taxpayer verifying if an individual or establishment has a registered business records within the city.

Office or Division:	BUSINESS PERMITS AND LICENSE OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	G2C - GOVERNMENT TO CITIZEN			
Who may avail:	BUSINESS ENTITIES, GOVERNMENT OFFICES AND THE PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CERTIFICATION <ul style="list-style-type: none"> Request letter (1 original copy) Beneficiary's ID (1 photocopy) 		Requestor		
2. CERTIFIED TRUE COPY <ul style="list-style-type: none"> Request Letter / Secretary's Certificate (1 original copy) Company ID (authorized signatory & claimant) (1 photocopy) 		Requestor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the BPLO and submit the requirements for the Certification / Certified True Copy of business permit (window 1)	1.1 Review the authenticity of the request letter	None	5 mins	-Records Officer
	1.2 Issue Order of Payment for Certification / Certified True Copy	None	2 mins	-Records Officer
Note: Fee is waived for Certification with Indigency				

2. Payment of fees (window 19 & 20)	2.1 Verifies the corresponding fees at the Treasury Department	None	5 mins	-Collecting Officer
	2.2 Receives payment and issues Official Receipt	P100 / copy	5 mins	-Collecting Officer
3. Claiming of Certification / Certified True Copy (window 1)	3.1 Preparation and signing of Certification / Certified True Copy	None	15 mins	-Department Head -Assistant Department Head
	3.2. Releasing	None	2 mins	-Records Officer
TOTAL:		Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website)	34 minutes	