

## REGIONAL CRIME LABORATORY OFFICE 5

### DOCUMENTARY REQUIREMENTS

1. OR
2. CR
3. Deed of Sale
4. Bank Receipt
5. Affidavit of Painter/Mechanic (If there are changes in the vehicle)
6. Confirmation from LTO(If vehicle was registered outside Region V)

<b>MACRO-ETCHING EXAMINATION FOR MOTOR VEHICLE FOR PNP CLEARANCE</b>						
How to Avail the Service:						
<b>Change of Ownership/Change Color/Change of Design/Change of Engine</b>						
<b>Step</b>	<b>Applicant</b>	<b>Service Provider</b>	<b>Office/Person Responsible</b>	<b>Forms</b>	<b>Fees</b>	<b>Processing Time</b>
1	Submit documentary requirements and referral slip for macro – etching examination	Check the attachment and validity of the local clearances	Macro Etching Technician/Examiner		P200.00	5min
2	Submit the Motor Vehicle	Examined the Chassis and Engine of MV	Macro Etching Technician/Examiner	Macro-Etching Certificate		20min

**Documentary Requirements**

1. OP
2. Bank Receipt

<b>LICENSED TO OWN AND POSSES FIREARMS</b>						
How to Avail the Service:						
<b>Step</b>	<b>Applicant</b>	<b>Service Provider</b>	<b>Office/Person Responsible</b>	<b>Forms</b>	<b>Fees</b>	<b>Processing Time</b>
1	Proceed to RCLO and request for order of payment for Drug Test	Issue order of payment	Duty PNCO	OP		5min
2	Proceed to LAND BANK and pay the necessary fees	Issues an official receipt	LANDBANK		P300.00	It depends on the processing time of the bank
3	Present the photocopy of official receipt to RCLO5 personnel	Verify the receipt and issue drug test information sheet	Duty PNCO			5min
	Fill up the Drug Test Information Sheet	Check the contents of the information sheet if the data is complete and record	Duty PNCO	Drug Test Information Sheet		5min
4	Submit the urine sample	Collect the urine sample	Duty PNCO			15min