PNP FORENSIC GROUP

CITIZEN'S CHARTER

2026 (1st Edition)

I. Mandate:

RA 6975 Sec.35 NAPOLCOM Resolution 96-058:

The PNP Forensic Group was established to enhance police operational efficiency and effectiveness by providing laboratory examination, evaluation and identification of pieces of physical evidence involved in crimes with emphasis on their medical, chemical, biological and physical nature.

Regional, Provincial and City Forensic Units shall be established as may be necessary in all regions and cities of the country.

II. Vision:

By 2030, The PNP Forensic Group shall be highly competent and trusted forensic laboratory for the effective delivery of justice through science.

III. Mission:

Provide scientific investigation and technical support to the PNP offices, other investigative agencies and the public through forensic examination, field work, scene of crime operation (SOCO), training and research.

IV. Service Pledge:

Guided by its Mission and Vision, the PNP Forensic Group is committed to provide quality services to the public and the criminal justice system embracing the culture of Discipline, Excellence and Integrity through a robust and certified ISO 9001:2015 Quality Management System.

To ensure customer satisfaction, the PNP Forensic Group commits to:

- Provide quality scientific investigation and forensic services;
- Utilize standard-based laboratory examination procedures;
- Maintain the integrity of examinations and result and the documentation to support analytical data; and
- Focus on continual improvement of its processes to ensure continuing accuracy and precision of examinations to enable reliable and interpretative results.

LIST OF FORENSIC SERVICES

DNA Laboratory Division

1. DNA Examination (Non-Criminal)

Provides the highest quality of forensic services that meet customer needs by providing highly reliable, timely and accurate scientific analysis of evidential material and court testimonies.

Samples collected from interested individuals are subjected to DNA examination to establish biological relationship.

Office or Division:		Deoxyribonucleic Acid Laboratory Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, other investigative agencies and civilians		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request or Court Order (3 original copies)		Requesting Party/Concerned Court of Law		
2. Proof of Identification of the requestor/requesting party who will undergo DNA examination (Paternity Test): • Any government-issued ID (1 photocopy); and • Birth Certificate and/or other valid pertinent documents relative to the child's identity (for minors) (1 Original Copy)		Requesting Party/concerned individuals		
3. Proof of payment from any Land Bank Branch: • Special Bank Receipt (SBR) (1 Photocopy); and • Land Bank validated Order of Payment (1 Photocopy);		• Land Bank of the Philippines; and • Issued by DNA Laboratory Division/validated by LBP		
4. Accomplished Consent Form *(FGF-NHQ-DLD-03)* (1 Original Copy)		• Form will be provided by this office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a Letter Request to the DNA Laboratory Division.	1.1 Assess the validity and completeness of documentary requirements. 1.2 Receive the Letter	NONE	60 minutes	Client; and DLD Duty receiving officer of the Admin Section (name of duty

	Request 1.3 Issue an Order of Payment. 1.4 Record and assign Case Number			personnel reflected at the DLD receiving area in reference to the approved DLD Duty Detail)
2. Pay the necessary fee at the nearest Land Bank of the Philippines (LPB) branch.	LBP is an entity outside the PNP organization (work time is not included).	None	None	Action Officer, LBP
3. Present the Special Bank Receipt to receiving duty	Receive the photocopy of LBP-issued Special Bank Receipt.	None	5 minutes	Client; Records Custodian, and DNA Laboratory Division (DLD) Duty Receiving Personnel of the day
4. Require the concerned individuals to fill out the Consent Form *(FGF-NHQ-DLD-03)*	4.1 Assist the client; and 4.2 Check the completeness of the data entry	None	20 minutes	Client; and DNA Laboratory Division (DLD) Duty Receiving Personnel and Specimen Collector of the day
5. Conduct specimen collection from the subject individuals.	5.1 Explain the process to the client; 5.2 Collect biological specimens for analysis.	None	20 minutes	Client; C, DLD/DLD Staff and DLD duty specimen collector of the day (ref. DLD duty detail)
6. DNA Examination Process	6.1 Conduct DNA examination.		Thirty (30) working days	Designated DNA

	6.2 Analyze and interpret the result of DNA examination. 6.3 Prepare, encode, review, print, and sign the DNA Laboratory Report.	None	from the start of the DNA examination process.	Analyst of the case.
7.Approval and notation of the Laboratory Report	Sign the DNA Laboratory Report	None	1 day	C, DLD, Director, FG or his authorized representative.
8. Client or his/her authorized representative to present the copy of stamped letter request to claim the DNA Laboratory Report.	Release the DNA Laboratory Report.	None	20 minutes	DLD Records Custodians.
	TOTAL:	**PHP 20,000 per specimen**	***30 days, 1 day, and 26 minutes (DNA Examiner Manual 2nd Edition 2021)***	

Physical Identification Division

1. PROCESSING AND ISSUANCE OF MACRO-ETCHING CERTIFICATE

The Macro-etching Certificate is an essential requirement for individuals or entities applying for a Philippine National Police Motor Vehicle Clearance Certificate (PNP MVCC). The service involves the conduct of macro-etching examination on the chassis and engine numbers of motor vehicles as part of the verification and authentication process for the issuance of PNP Motor Vehicle Clearance Certificate.

Office or Division:	Physical Identification Division – Macro-Etching Stations (PID-MES)
Classification:	Simple
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	All applicants for PNP Motor Vehicle Clearance Certificate
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. TRANSFER OF OWNERSHIP	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Deed of Absolute Sale or Writ of Execution from Court authorizing the transfer. (1 original and 1 photocopy)	4.1. Notary Public; or 4.2. Regional Trial Court – Branch Clerk of Court
5. If vehicle is mortgaged, submit Release/Cancellation/Assumption of Mortgage (1 original and 1 photocopy)	5.1 Bank or Lending Institution – Loan Department (For Release of Chattel) 5.2 Registry of Deeds – City or Municipality where the mortgaged was done (For Cancellation) 5.3 Notary Public (For Assumption)
6. If sale was acquired from a company/corporation, submit Secretary's Certificate (1 original and 1 photocopy)	Company's Corporate Secretary
7. If sale was made through a representative, submit Special	Notary Public

Power of Attorney (1 original and 1 photocopy)	
8. If MV was acquired from insurance company, Certification stating that the subject motor vehicle was not declared total loss/wrecked prior to sale (1 original and 1 photocopy)	Insurance Company – Claims Department
2. CHANGE OF ENGINE/MOTOR	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle(1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Sales Invoice of the engine (1 original and 1 photocopy)	Seller or Dealer of Engine
5. Certificate of Stock Reported of the engine (1 original and 1 photocopy)	Land Transportation Office – Operations Division
6. If engine was acquired from a private person or company/corporation, submit the Deed of Sale of the engine (1 original and 1 photocopy)	Company's Corporate Secretary
7. Affidavit of Change Engine (duly notarized and executed by the owner and mechanic) (1 original and 1 photocopy)	Notary Public
3. CHANGE OF CHASSIS/VIN/FRAME	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)

4. Sales Invoice of the chassis (1 original and 1 photocopy)	Seller or Dealer of Chassis
5. Certificate of Stock Reported on the chassis (1 original and 1 photocopy)	Land Transportation Office – Operations Division
6. If chassis was acquired from a private person or company/corporation, submit the Deed of Sale of the chassis (1 original and 1 photocopy)	Company's Corporate Secretary
7. Affidavit of Change Chassis (duly notarized and executed by the owner and mechanic) (1 original and 1 photocopy)	Notary Public
4. CHANGE OF COLOR	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Affidavit of Change Color (duly notarized and executed by the owner and painter) (1 original and 1 photocopy)	Notary Public
5. CHANGE OF BODY DESIGN	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt / Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Affidavit of Change Body Design (duly notarized and executed by the owner and	Notary Public

builder) (1 original and 1 photocopy)	
6. RECORD CHECK	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
7. PERMIT TO ASSEMBLE	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy)	Land Transportation Office – Licensing Office
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Affidavit of the owner stating the type , make, and serial numbers of the engine, chassis, and body, if any (1 original and 1 photocopy)	Notary Public
5. Bill of Material (BOM) of the spare parts of the motor vehicle to be assembled or rebuilt to include the name and address of the sources (1 original and 1 photocopy)	Auto Shop/Store/Manufacturer
8. NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – MOTORCYCLE, FOUR WHEELS, AND ABOVE	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division

2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	2.1. Land Bank of the Philippines – Cashier or 2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
3. Certificate of Payment (1 original and 1 photocopy)	Bureau of Customs – District/Port Collector
4. Informal Entry (1 original and 1 photocopy)	Bureau of Customs – Informal Entry Division
5. Bill of Lading (1 original and 1 photocopy)	Shipping Lines, Carriers, or International Freight Forwarders
6. Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy)	Land Transportation Office – Operations Division
9. NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	2.1. Land Bank of the Philippines – Cashier or 2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
3. Certificate of Payment (1 original and 1 photocopy)	Bureau of Customs – District/Port Collector
4. Informal Entry (1 original and 1 photocopy)	Bureau of Customs – Informal Entry Division
5. Bill of Lading (1 original and 1 photocopy)	Shipping Lines, Carriers, or International Freight Forwarders
6. Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy)	Land Transportation Office – Operations Division
7. Affidavit of Rebuilt (duly notarized and executed by the owner and builder) (1 original and 1 photocopy)	Notary Public
10. NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY	
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)	Highway Patrol Group – Motor Vehicle Clearance Division
2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	2.1. Land Bank of the Philippines – Cashier or 2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)

3. Certificate of Payment (1 original and 1 photocopy)		Bureau of Customs – District/Port Collector		
4. Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy)		Land Transportation Office – Operations Division		
11. NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE, AND ACQUIRED THROUGH BIDDING				
1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy)		Highway Patrol Group – Motor Vehicle Clearance Division		
2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)		2.1. Land Bank of the Philippines – Cashier or 2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)		
3. OR/CR covering the acquired chassis and engine (1 original and 1 photocopy)		Land Transportation Office – Licensing Office		
4. Sales Invoice of the chassis and engine (1 original and 1 photocopy)		Seller or Dealer of Chassis and Engine		
5. Certificate of Stock Reported on the chassis and engine (1 original and 1 photocopy)		Land Transportation Office – Operations Division		
6. If chassis and/or engine was acquired from a private person or company/corporation, submit the Deed of Sale of the chassis and/or engine (1 original and 1 photocopy)		Notary Public		
7. Affidavit of Rebuilt (duly notarized and executed by the owner and rebuilder) (1 original and 1 photocopy)		Notary Public		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to the duty receiving desk and submit required documents depending on the purpose of transaction.	Receive the required documents and check for completeness	None	5 minutes	Duty Physical Identification Examiner, Macro-Etching Station

2. Present the motor vehicle at the examination area for macro-etching procedure and proceed to the waiting area.	2.1. Advise the applicant to present the motor vehicle at the examination area. 2.2. Photograph the subject motor vehicle. 2.3. Conduct stencil of engine and chassis number of motor vehicle. 2.4. Apply chemical solutions on the metal surface where the engine and chassis numbers are located.	None	30 minutes	
	2.5. For NOT TAMPERED result: Prepare and sign the Macro-etching Certificate. 2.6. For detected possible sign of tampering: The Motor Vehicle shall be endorsed to the concerned HPG station for appropriate action		10 minutes	

	2.7. Review and approve the Macro-etching Certificate.	None	10 minutes	Station Head, Macro-Etching Station
3. Claim the Macro-etching Certificate at the duty receiving desk.	Issue and release the Macro-etching Certificate and other documents to the client	None	5 minutes	Duty Physical Identification Examiner, Macro-Etching Station
TOTAL		**None**	**1 hour**	

2. Processing and Issuance of Physical Identification Report on Macro-Etching Examination of Motor Vehicles with Not Tampered Engine and/or Chassis Numbers

The Physical Identification Report is a required document for clients requesting verification of motor vehicle identity, lifting of PNP alarm records, or re-stamping of defaced, tampered, or unreadable engine and chassis numbers, especially for vehicles with prior criminal or legal records, recovered vehicles, or those involved in legal proceedings. The service entails the conduct of macro-etching examination on the not tampered engine and/or chassis numbers of the motor vehicle for the issuance of Physical Identification Report.

Office or Division:	Physical Identification Division – Forensic Group (PID-FG)
Classification:	Complex
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	1. All registered owner of motor vehicle with prior record in the Philippine National Police and Land Transportation Office 2. All applicants for PNP Motor Vehicle Clearance Certificate that was endorsed to Highway Patrol Group for verification and investigation
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter request for Macro-etching Examination (2 Original Copies)	Highway Patrol Group – Special Operations Division
2. Order of Payment Form (OP)	Forensic Group – Physical Identification Division
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Official Receipt and Certificate of Registration (OR/CR) (1 photocopy)	Land Transportation Office – Licensing Office
5. Motor Vehicle (physical unit)	Client's Unit
6. Request form for Lifting of Alarm (1 photocopy)	Highway Patrol Group – Special Operations Division
7. Complaint Sheet/Alarm Sheet/file Carnapping Case (1 photocopy)	Highway Patrol Group – Special Operations Division

8. In case of self-recovery, submit notarized Affidavit of Self-Recovery (1 photocopy)	Notary Public
9. In case of recovery by a police unit, submit Spot Report of Recovery (1 photocopy)	Philippine National Police Territorial Unit – Investigation Section
10. Government Issued ID of the requesting party (1 photocopy)	Any government issuing agency
11. For authorized representatives, submit Special Power of Attorney(1 photocopy)	Notary Public
12. For surviving spouse, submit Death Certificate and Marriage Certificate (1 photocopy each)	Philippine Statistics Authority – Civil Registration Service Outlets
13. For surviving heirs, submit Extrajudicial Settlement (1 photocopy)	Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the duty receiving desk and submit the required documents for initial assessment and verification. *Make sure to secure the Order of Payment Form that will be issued*	1.1. Receive the required documents and check for completeness. 1.2. Issue the Order of Payment if all required documents were given. 1.3. Instruct the client to pay the required fee as indicated in the Order of Payment Form in any Land Bank branch or via Land Bank electronic payment portal.	None Php 350.00	10 minutes	Duty Receiving Personnel – Physical Identification Division

2. Return to the duty receiving desk and submit the original and photocopy of the Special Bank Receipt or the e-Receipt printout and present screenshot of the e-Receipt for verification together with the other documents	2.1. Received and record the documents, record and assign a case number. 2.2. Return one copy of stamped receipt together with the original OR/CR of the MV to the requesting party. 2.3. Instruct the client to present the motor vehicle at the motor vehicle examination area.	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division
3. Present the motor vehicle at the examination area for macro-etching procedure.	3.1. Photograph the subject motor vehicle. 3.2. Conduct stencil of engine and chassis number of motor vehicle. 3.3. Apply chemical solution on the metal surface where the engine	None	1 hour and 40 minutes	Duty Physical Identification Examiner – Physical Identification Division

	and chassis number is located. 3.4. Prepare and sign the laboratory report 3.5. Instruct the requesting party to proceed at the lobby or waiting area pending the review, approval, and issuance of the laboratory report. 3.6. Review and approve the laboratory report 3.7. For signature by higher authority		10 minutes	
			10 minutes	Chief, Physical Identification Division
			30 minutes	Command Group-Forensic Group
4. Proceed to the Physical Identification Division receiving desk and present the stamped copy of letter request and a copy of government issued ID to claim the laboratory report.	4.1. Verify the stamped letter request and the identity of the receiving personnel 4.2. Release the laboratory report to the requesting party.	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division
5. Affix signature in the releasing logbook after receipt of the report.	Record the issuance and receipt of report.	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division

TOTAL	**Php 350.00 per motor vehicle**	**3 Hours**

3. Processing and Issuance of Physical Identification Report on Macro-Etching Examination of Motor Vehicles with Tampered Engine and/or Chassis Numbers

The Physical Identification Report is a required document for clients requesting verification of motor vehicle identity, lifting of PNP alarm records, or re-stamping of defaced, tampered, or unreadable engine and chassis numbers, especially for vehicles with prior criminal or legal records, recovered vehicles, or those involved in legal proceedings. The service entails the conduct of macro-etching examination on the tampered engine and/or chassis numbers of the motor vehicle for the issuance of Physical Identification Report.

Office or Division:	Physical Identification Division – Forensic Group (PID-FG)
Classification:	Complex
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	1. All registered owner of motor vehicle with prior record in the Philippine National Police and Land Transportation Office 2. All applicants for PNP Motor Vehicle Clearance Certificate that was endorsed to Highway Patrol Group for verification and investigation
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter request for Macro-etching Examination (2 Original Copies)	Highway Patrol Group – Special Operations Division
2. Order of Payment Form (OP)	Forensic Group – Physical Identification Division
3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy)	3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets)
4. Official Receipt and Certificate of Registration (OR/CR) (1 photocopy)	Land Transportation Office – Licensing Office
5. Motor Vehicle (physical unit)	Client's Unit
6. Request form for Lifting of Alarm (1 photocopy)	Highway Patrol Group – Special Operations Division
7. Complaint Sheet/Alarm Sheet/file Carnapping Case (1 photocopy)	Highway Patrol Group – Special Operations Division

8. In case of self-recovery, submit notarized Affidavit of Self-Recovery (1 photocopy)	Notary Public
9. In case of recovery by a police unit, submit Spot Report of Recovery (1 photocopy)	Philippine National Police Territorial Unit – Investigation Section
10. Government Issued ID of the requesting party (1 photocopy)	Any government issuing agency
11. For authorized representatives, submit Special Power of Attorney(1 photocopy)	Notary Public
12. For surviving spouse, submit Death Certificate and Marriage Certificate (1 photocopy each)	Philippine Statistics Authority – Civil Registration Service Outlets
13. For surviving heirs, submit Extrajudicial Settlement (1 photocopy)	Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the duty receiving desk and submit the required documents for initial assessment and verification. *Make sure to secure the Order of Payment Form that will be issued*	1.1. Receive the required documents and check for completeness. 1.2. Issue the Order of Payment if all required documents were given. 1.3. Instruct the client to pay the required fee as indicated in the Order of Payment Form in any Land Bank branch or via Land Bank electronic	None Php 350.00 per motor vehicle	10 minutes	Duty Receiving Personnel – Physical Identification Division

	payment portal.			
2. Return to the duty receiving desk and submit the original and photocopy of the Special Bank Receipt or the e-Receipt printout and present screenshot of the e-Receipt for verification together with the other documents	2.1. Receive and record the documents, record and assign a case number. 2.2. Return one copy of stamped receipt together with the original OR/CR of the MV to the requesting party. 2.3. Instruct the client to present the motor vehicle at the motor vehicle examination area.	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division

3. Present the motor vehicle at the examination area for macro-etching procedure.	3.1. Photograph the subject motor vehicle. 3.2. Conduct stencil of engine and chassis number of motor vehicle. 3.3. Apply chemical solution on the metal surface where the engine and chassis number is located. 3.4. Instruct the requesting party to return after a few days pending the review, approval, and issuance of the laboratory report. 3.5. Review and approve the laboratory report 3.6. For signature by higher authority	None	1 day (maybe extended depending on the severity of the tampering)	Duty Physical Identification Examiner – Physical Identification Division
			1 day	Chief, Physical Identification Division
			1 day	Command Group-Forensic Group
4. Proceed to the Physical Identification Division receiving desk and present the stamped	4.1. Verify the stamped letter request and the identity of the receiving personnel	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division

copy of letter request and a copy of government issued ID to claim the laboratory report.	4.2. Release the laboratory report to the requesting party.			
5. Affix signature in the releasing logbook after receipt of the report.	Record the issuance and receipt of report.	None	10 minutes	Duty Physical Identification Examiner – Physical Identification Division
TOTAL		**Php 350.00 per motor vehicle**	**3 days and 40 minutes**	

Fingerprint Identification Division

1. Fingerprinting Services

Fingerprint services applies to PNP, AFP, other investigative agencies, courts, judicial entity private individual or company.

Office or Division:	Fingerprint Identification Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Subject individual (*Person to be Fingerprinted)*	Client
2. 2x2 recent colored pictures (2 pieces)	Client
3. Fingerprint card/form (1 original copy) Can be secured through the following embassies/consulates, countries or states of origin or can be downloaded via-email except Japan fingerprint card.	Australian Embassy- Level 23 Tower, RCBC Plaza Yuchengco Tower 6819 Ayala Avenue, Makati City, Philippines 1200
	Arizona State- US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila
	Bahrain Consulate- 5470 4th Flr-Picar Building I, Osmeña Highway corner Gen. Mascardo St., Barangay Bangkal, Makati City, Metro Manila
	Canada Embassy - RCBC Plaza Yuchengco Tower, 6th to 8th Floor, 6819 Ayala Ave., Makati City, Metro Manila
	Dominica Consulate- 37 Banaba Road South Forbes Park, Metro Manila, Philippines 1220
	Dubai-United Arab Emirates Embassy 9th Floor Ayala Triangle Gardens, Tower 2 Paseo de Roxas corner, Makati Avenue, Bel-Air, Makati City 1226
	Egypt Embassy- 7th floor 150 Legazpi Street Legazpi Village Makati City 1229 Metro Manila
	Hongkong- Chinese Embassy The World Center, Sen. Gil J. Puyat Avenue, Makati Metro Manila.

	Japan Embassy- 2627 Roxas Boulevard, Pasay City, 1300, Metro Manila,Philippines
	Kenya Consulate - 4th Floor Grepalife Building 221 Senator Gil Puyat Avenue Makati City, Metro Manila.
	London- British Embassy 120 Upper Mckinley Hi, Taguig City, 1630 Metro Manila
	New Jersey-US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila
	Mary Land-US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila
	Macau- AIA Tower, Av. Commercial de Macau, Macao
	Papa New Guinea Embassy - 3rd Floor, Corinthian Plaza Condominium Bldg Paseo de Roxas, Gamboa Street, Makati City, Metro Manila
	US Embassy- 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila
4. Order of Payment Form *(For over the counter payment, fees to be paid PHP200.00 at Land Bank of the Philippines)*	Fingerprint Identification Division, Forensic Group, Camp BGen Rafael T Crame, Quezon City
5. Order of Payment Reference Number *(For online payment using Bank Account, GCash, Maya, or others please pay through this website lbp-eservices (Land Bank of the Philippines payment portal, fees to be paid PHP200.00)*	Fingerprint Identification Division, Forensic Group, Camp BGen Rafael T Crame, Quezon City
6. Special Bank Receipt (SBR) or Online Transaction Payment Reference Number sent through your mobile phone upon payment.	Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Special Bank Receipt (SBR) or show Online Payment	Check and record (SBR) Official Receipt Number.	None	15 minutes	Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint

Transaction Reference Number to Fingerprint Identification Division and Fill-out fingerprint card.	*For online payment, check and record transaction online payment reference number, and provide fingerprint card			Identification Division
2. Submit the accomplished fingerprint card with two (2) pieces 2x2 recent colored picture to Fingerprint Identification Division.	Conduct fingerprinting.	None	20 minutes	Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint Identification Division
3. Claim Fingerprint Card	Release one (1) copy of accomplished fingerprint card	None	10 minutes	Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint Identification Division
	TOTAL:	**Php 200.00**	**45 minutes**	

Questioned Document
Examination Division

1. Signature Identification

Examination performed to determine the authenticity of signature in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Original Letter Request (4) copies		Requesting Party		
2. 1 Original copy of the questioned document.		Requesting Party		
3. Original copy of at least five (8) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature.		Requesting party		
CLIENTSTEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Questioned Document Examination Division.	1.1 Accept, assess, receive and record the letter request/ court order and specimen for examination	None	20 minutes (Day 1)	QDED Duty Receiving Personnel Designated by C, QDED
	1.2 Assign case number and Chief, QDED designate examiner for the case	None	10 minutes (Day 1)	Chief, QDED

	1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting	None	64 hours (Day 1 - 8)	Document Examiner (I or II)
	1.4 Prepare the report (draft and worksheet)	None	8 hours (Day 9)	Document Examiner (I or II)
	1.5 Pass the report to the Technical Report Reviewer for review and correction	None	8 hours (Day 10)	Document Examiner (I or II) and Document Examiner (III) Technical report reviewer
	1.6 Review and approved the final laboratory Report	None	20 minutes (Day 10)	C, QDED
	1.7 Sign the final Laboratory report	None	10 minutes (Day 10)	C, QDED
2. Proceed to Land Bank of the Philippines (LBP) Branch		PHP 2000 for 10 Signatures/ Documents	None	Document Examiner (I or II)
3. Present Requesting Party's copy of letter request to claim the laboratory report.	Release the Final Laboratory Report.	None	15 minutes (Day 10)	QDED Duty Personnel Designated by C, QDED
TOTAL:	**PHP 2000 for 10 Signature/Documents**	**10 days, 1 hour and 15 minutes Note: Duration of examination may vary depending on the volume of documents submitted for examination**		

For Cases where Field Laboratory Works (FLW) is Needed				
1. Proceed to Questioned Document Examination Division.	1.1 Accept, assess, received and record the letter request/ court order and specimen for examination	None	20 minutes	QDED Duty Receiving Personnel Designated by C, QDED
2. Contact/ locate the concerned Head of Office where the original document/s is /are located	1.2 Make a Letter Request to the Concerned Agency/Office where the Original Copy of the Document concerned is/are located, given by the requesting party	None	4 hours	Document Examiner (I or II)
3. Bring the Letter Request from FG to the Agency/Office concerned and coordinate the date and time to conduct the FLW		None	Depending on the Agency/Office Concerned, where the Document is located	
4. Inform the Assigned Document Examiner of the scheduled date and time of the FLW		None		
5. Accompany the Document Examiner on the scheduled FLW	1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting	None	4 hours	Document Examiner (I or II)
Back to the Examination Proper				

2. Handwriting Identification

Examination performed to determine the authenticity of handwriting in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. 1 Original copy of the questioned document.		Requesting party		
3. Original copy of at least five (5) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature.		Requesting party		
CLIENTSTEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Questioned Document Examination Division	1.1 Accept, assess, receive and record the letter request/ court order and specimen for examination	None	20 minutes (Day 1)	QDED Duty Personnel Designated by C, QDED
	1.2 Assign case number and Chief, QDED designate examiner for the case	None	10 minutes (Day 1)	Chief, QDED
	1.3 Conducts preliminary examination and scientific examinatio,	None	104 hours may be extended depend on the volume of documents (Day 1 – 13)	Document Examiner (I or II)

	Taking photograph of specimen, prints and charting			
	1.4 Prepare the report (draft and worksheet)	None	8 hours (Day 14)	Document Examiner (I or II)
	1.5 Pass the report to Technical Report Reviewer for review and correction	None	8 hours (Day 15)	Document Examiner (I or II) and Document Examiner (III) Technical report reviewer
	1.6 Review and approved the final laboratory Report	None	20 minutes (Day 15)	C, QDED
	1.7 Sign the final Laboratory report	None	10 minutes	C, QDED
2. Proceed to Land Bank of the Philippines (LBP) Branch		PHP 3500 for 5 pages	None	Document Examiner (I or II)
3. . Present Requesting Party's copy of letter request to claim the laboratory Report and withdrawal of documents submitted	Release the Final Laboratory Report.	None	15 minutes	QDED Duty Personnel Designated by C, QDED
TOTAL:	**PHP 3,500.00 for 5 pages**	**15 days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on the volume of documents submitted for examination**		

3. Altered or Erased Identification

Examination performed to determine if there are changes made in a document.

Office or Division:		Questioned Document Examination Division		
Classification:		Complex		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. 1 Original copy of the altered or erased document		Requesting Party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Questioned Document Examination Division	1.1 Accept, assess, received and record the letter request/ court order and specimen for examination	None	20 minutes (Day 1)	QDED Duty Receiving Personnel Designated by C, QDED
	1.2 Assign case number and Chief, QDED designate examiner for the case	None	10 minutes (Day 1)	Chief, QDED
	1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting	None	56 hours (Day 1 - 7)	Document Examiner (I or II)
	1.4 Prepare the report (draft and worksheet)	None	8 hours (Day 8)	Document Examiner (I or II)

	1.5 Pass the report to the Technical Report Reviewer for review and correction	None	8 hours (Day 9)	Document Examiner (I or II) and Document Examiner (III) Technical report reviewer
	1.6 Review and approve the final laboratory Report	None	20 minutes (Day 9)	C, QDED
	1.7 Sign the final Laboratory report	None	10 minutes (Day 9)	C, QDED
2. Proceed to Land Bank of the Philippines (LBP) Branch		PHP 2000	None	Document Examiner (I or II)
3. Present copy of Letter request for release of Laboratory report and withdrawal of documents	Release the Final Laboratory Report.	None	15 minutes (Day 9)	QDED Duty Personnel Designated by C, QDED
TOTAL:		**PHP 2,000.00**	**Days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on the volume of document's/s pecimen submitted and the degree of alteration.**	

4. Counterfeit Documents/Bills Identification

Examination performed to determine the bills are counterfeit or not.

Office or Division:		Questioned Document Examination Division		
Classification:		Complex		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request or Court Order (4 copies)		Requesting Party		
2. 1 Original copy of the counterfeited bill		Requesting Party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Questioned Document Examination Division	1.1 Accept, assess, received and record the letter request/ court order and specimen for examination	None	20 minutes (Day 1)	QDED Duty Receiving Personnel Designated by C, QDED
	1.2 Assign case member and Chief, QDED designate examiner for the case	None	10 minutes (Day 1)	Chief, QDED
	1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting	None	64 hours (Day 1 - 8)	Document Examiner (I or II)
	1.4 Prepare the report (draft and worksheet)	None	8 hours (Day 9)	Document Examiner (I or II)

	1.5 Pass the report to the Technical Report Reviewer for review and correction	None	8 hours (Day 9)	Document Examiner (I or II) and Document Examiner (III) Technical report reviewer
	1.6 Review and approved the final laboratory Report	None	20 minutes (Day 9)	C, QDED
	1.7 Sign the final Laboratory report	None	10 minutes (Day 9)	C, QDED
2. Proceed to Land Bank of the Philippines (LBP) Branch		PHP 2000	None	Document Examiner (I or II)
3. Present copy of Letter request for release of Laboratory report and withdrawal of documents	Release the Final Laboratory Report.	None	15 minutes (Day 9)	QDED Duty Personnel Designated by C, QDED
TOTAL:		**PHP 2,000.00**	**9 days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.**	

5. Imprint Document Examination

Examination performed to determine if there is imprint tampering to document.

Office or Division:		Questioned Document Examination Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request or Court Order (4 copies)		Requesting party		
2. 1 Original copy of the altered or erased document		Requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Questioned Document Examination Division	1.1 Accept, assess, received and record the letter request/ court order and specimen for examination	None	20 minutes (Day 1)	QDED Duty Personnel Designated by C, QDED
	1.2 Assign member case and Chief, QDED designates examiner for the case	None	10 minutes (Day 1)	Chief, QDED
	1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting	None	104 hours may be extended depends on the volume of documents (Day 1 – 13)	Document Examiner (I or II)
	1.4 Prepare the report (draft and worksheet)	None	8 hours (Day 13)	Document Examiner (I or II)
	1.5 Pass the report to the Technical Report Reviewer	None	8 hours (Day 14)	Document Examiner (I or II)

	for review and correction			and Document Examiner (III) Technical report reviewer
	1.6 Review and approved the final laboratory Report	None	20 minutes (Day 15)	C, QDED
	1.7 Sign the final Laboratory report	None	10 minutes (Day 15)	C, QDED
2. Proceed to Land Bank of the Philippines (LBP) Branch		PHP 2000	None	Document Examiner (I or II)
3. Present Requesting Party's copy of letter request to claim the laboratory report.	Release the Final Laboratory Report.	None	15 minutes	QDED Duty Personnel Designated by C, QDED
TOTAL:		**PHP 2,000.00 Per specimen**	**15 days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.**	

Firearms Identification Division

1. Stenciling and Test Firing of Firearm for Registration

The conduct of stenciling and test firing of newly procured firearms for registration, transfer of ownership, renewal of firearm registration and newly repaired firearm from gunsmith.

Office or Division:	Firearms Identification Division/Section
Classification:	Complex
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	Private individuals and Gun dealers
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
a. **New Firearm and Major Parts for Registration (Firearms and Ammunition Dealer)**	
1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative;	1. FEO, CSG/RCSU
2. One (1) original and one (1) photocopy list of firearms/major gun parts and its serial number, caliber, make, model action and type of firearm;	2. FEO, CSG /RCSU
3. One (1) photocopy of Valid ID of the gun dealer's representative;	3. Dealer's
4. Submit Firearm/s for Stenciling and test firing; and	4. Dealer's
5. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition.	5. Applicant/Dealer's

b. **Firearm Registration/Renewal (Individual)**	
1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative;	1. FEO, CSG/RCSU
2. One (1) authenticated photocopy Permit to Transport Firearm;	2. FEO, CSG/RCSU
3. One (1) original and one (1) photocopy list of firearms and its serial number, caliber, make, model, action and type of firearm;	3. FEO, CSG/RCSU
4. One (1) authenticated photocopy of License to Own and Possess Firearm (LTOPF) of the applicant;	4. FEO, CSG/RCSU
5. One (1) latest 2x2 picture of the applicant;	5. Applicant
6. Submit Firearm/s for stenciling and test firing; and	6. Applicant
7. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition.	7. Applicant
c. **Transfer of Ownership**	
1. One (1) original and one (1) letter request from C, FEO, CSG/RCSU or his authorized representative;	1. C, FEO, CSG/RCSU
2. One (1) authenticated photocopy of Permit to Transport firearm;	2. FEO, CSG/RCSU
3. One (1) authenticated photocopy of LTOPF of the applicant;	3. FEO, CSG/RCSU
4. One (1) authenticated photocopy of firearms registration of	4. Previous Owner

previous owner; 5. One (1) authenticated photocopy of Deed of Sale or Absolute Deed of Donation; 6. One (1) latest 2x2 picture of the applicant; 7. Submit Firearm/s fore stenciling and test firing; and 8. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) **Note:** Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition.	5. Applicant 6. Applicant 7. Applicant 8. Applicant
d. **Renewal of Juridical firearm for Registration** 1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative; 2. One (1) authenticated photocopy of Permit to Transport of Firearms; 3. One (1) Original and one photocopy list of firearm and its serial number, caliber, make, model, action and type of firearms; 4. One (1) authenticated photocopy of License to Operate(LTO) for PSA's, GGU's and CGU; 5. One (1) authenticated copy of Special Power of Attorney; 6. One (1) authenticated photocopy of Certificate of Long Registration;	1. C, FEO, CSG/RCSU 2. FEO, CSG/RCSU 3. FEO, CSG/RCSU 4. FEO, CSG/RCSU 5. Applicant 6. FEO, CSG/RCSU

7. One (1) latest 2x2 picture of the authorized representative; 8. Submit Firearm/s for stenciling and test firing; and 9. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition.	7. Applicant 8. Applicant 9. Applicant
e. **Newly Repaired Firearms from Gunsmith** 1. One (1) original and one (1) photocopy letter request/ endorsement from C, FEO, CSG/RCSU for ballistic test firing and stenciling; 2. One (1) authenticated photocopy of Permit to Transport Firearm; 3. One (1) original and one (1) photocopy list of Firearm/s and its serial number, caliber, make, model, action and type of firearm; 4. One (1) authenticated photocopy of approved request for repair of subject firearm/s (from CPNP or his authorized representative); 5. One (1) authenticated photocopy of certificate for repair of firearm/s (work order) from gunsmith; 6. One (1) authenticated photocopy of FirearmRegistration; 7. One (1) authenticated photocopy of LTOPF of the applicant;	 1. C, FEO, CSG/RCSU 2. FEO, CSG/RCSU 3. FEO, CSG/RCSU 4. FEO, CSG/RCSU 5. Gunsmith 6. FEO, CSG/RCSU 7. FEO

8. One (1) latest 2x2 of the authorized representative; 9. Submit Firearm/s for stenciling and test firing; and 10. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition.	8. Applicant 9. Applicant 10. Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit documentary requirements	1.1. Check completeness of the required documents, then receive and record in the logbook	None	30 minutes	Duty Firearms Identification Division /Section
	1.2. Issue an Order of Payment.	None	10 minutes	
	1.3 Receives Special Bank Receipt	None	15 minutes	C, FAID or his/her authorized representative
	1.4 Inform the client of the scheduled and test firing activity	None		Chief, Firearms Stenciling and Test Firing Section
2. Processing of firearm/s stenciling and test firing	2.1 Prepare color coded stencil certificate and conduct stenciling tracing of firearm/s.	None	30 minutes	Duty Firearms Examiners

	2.2 Prepare standard cartridges and testing tube.	None	30 minutes	/Technicians
	2.3 Conduct test firing of firearm/s	None	50 minutes	
	2.4 Prepare firearms stencil and test certificate assigning the corresponding control number	None	25 minutes	Duty Firearms Examiners /Technicians
	2.5 Review/sign, and certify the certificate	None	5 minutes	Chief, Firearms Stenciling and Test Firing Section
			5 minutes	Chief of Division
3. Claim the Certificate	Release the Certificate	None	5 minutes	Duly assign personnel from stenciling and Test Firing section
TOTAL:			205 minutes or 3 hours and 25 minutes	

Service is covered under
1. MC 2011-003 dated Feb 2, 2011-Subject: Guidelines on the Mandatory Testing and Stenciling of Locally Manufactured and Imported Firearms.

2 .RA 10591" An Act Providing for a Comprehensive Law on Firearms and Ammunition and Providing for Violations Thereof

Medico-Legal Division

1. Autopsy (Non-Criminal)

An autopsy is a comprehensive study of a dead body, performed by a trained physician employing recognized dissection procedure and techniques.

Office or Division:	Medico-Legal Division MELO (RFU, PFU, DFU)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	Family or immediate relative of the victim Concerned embassy in case of foreign national
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter Request (3 original copies with original signature) to be presented to the Medico-Legal Division duty Receiving Officer	Requesting Party
2. Victim's Cadaver to be brought to the Medico-Legal Division Morgue	Chosen Funeral Services by immediate relative of the victim
3. Original copy of Certification of Identification and Consent for Autopsy signed immediate relative of the victim (1 original copy)	Requesting Party
4. Clinical Abstract (if it is a hospital death) to be submitted before the release of report (1 original copy)	Concerned Physician/Hospital, Municipal Heath Officer/City Health Officer (if non hospital death)
5.Payment of PHP 2,750.00 at any Landbank of the Philippines (LBP) and present the official receipt to the Medico-Legal duty receiving officer.	Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Medico-Legal Division and present 3 original copies of Letter Request with original signature , and	Check completeness of documentary requirements, receive the Letter Request and Issue an Order of Payment.	None	10 minutes	Duty Receiving Officer

original copy of death certificate				
2. Present Special Bank Receipt (SBR).	Record and assign a Case Number.	None	5 minutes	Duty Receiving Officer
3. Fill out and sign the certification of identification, consent for autopsy and provide other documents such as Clinical Abstract or hospital records in case of hospital death.	Inform the requesting party on the procedure to be conducted to include, if necessary, the Histopathological Exam (or microscopic exam of tissues collected from different body organs of the cadaver) in which case the requesting party will be informed that the final report will be released after 30 working days while Autopsy Exam requiring Toxicological Exam, report will be released after 30 working days.	None	15 minutes	Medico-Legal Officer
4.Bring the cadaver to the Medico-Legal Morgue	Conduct autopsy.	None	4 hours	Medico-Legal Officer
5. Claim the Death Certificate	Prepare, sign and issue the death certificate.	None	1 hour	Medico-Legal Officer
6. Claim Official Autopsy Report (Return after 7 working days)	6.1. If With Histopathological Examination and/or Toxicological Examination	None	30 working days	Medico-Legal Officer
	6.2. Review autopsy documents and photographs	None	8 hours	
	6.3. Prepare Draft Autopsy Report	None	8 hours	
	6.4. Encode, review, revise, and sign Final Autopsy Report	None	4 hours	
	6.5. Evaluate, approve, and sign Final Autopsy Report	None	4 hours	Chief, MLD

	6.6. Notation of Final Autopsy Report	None	8 hours	Chief of Staff, FG
7. Present the stamped letter request, request Special Bank Receipt (SBR) and Official receipt from Land Bank	Release the Final Autopsy Report	None	20 minutes	Records Custodian
			****5 hours (processing time only)** ***5 hours per cadaver. The time is extended when there are two (2) or more clients served at a time.** **** Release of official plain autopsy exam report is after 7 working days**	

2. **Semen Determination (Non-Criminal)**

The process of detecting, identifying and confirming the presence of semen on physical evidence.

Office or Division:		Medico-Legal Division MELO (RFU, PFU, DFU)		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen,		
Who may avail:		Private Individual		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request (3 original copies) to be submitted to duty receiving officer at the Medico-Legal Division		Requesting Party		
2. Submit evidence for examination (vaginal swab, underwear and clothing with suspected seminal stain) submitted to duty receiving officer at the Medico-Legal Division		Requesting Party		
3. Payment of PHP 750.00 at any Land Bank of the Philippines (LBP) branch and present the official receipt to the duty receiving officer.		Land Bank of the Philippines		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPON SIBLE**
1. Submit 3 copies original Letter Request /Court Order to duty receiving officer at Medico Legal Division	Check completeness of documentary requirements and receive Letter Request.	None	10 minutes	Duty Receiving Personnel
2. Submit evidence for examination (vaginal swab, cut portion of underwear, clothing with suspected seminal stain)	Check the specimen submitted stated in the letter request.	None	15 minutes	Duty Receiving Personnel

3. Present Official Receipt (OR) from the Land Bank of the Philippines	3.1. Record and assign Case Number.	None	20 minutes	Forensic Serologist
	3.2. Inform the requesting party of the procedure to be conducted.	None	20 minutes	Forensic Serologist
	3.3. Specimen documentation and sampling.	None	1 hour	Forensic Serologist
	3.4. Perform the immune-chromatographic test.	None	2 hours	Forensic Serologist
	3.5. Prepare the final laboratory report.	None	4 hours	Forensic Serologist
	3.6. Review and approve the final report.	None	4 hours	C, MLD
	3.7. Sign the final report.	None	8 hours	Chief of Staff, FG
4. Present the stamped letter request, request Special Bank Receipt (SBR) and Official Receipt from Land Bank	Release the final laboratory report.	None	20 minutes	Records Custodian
			** **Release of official Semen Determination report is after 5 working days.**	

3. Blood Determination (Non-Criminal)

The determination of the presence of the human blood in forensic samples.

Office or Division:	Medico-Legal Division Serology Section (RFU, PFU, DFU)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Private Individual
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter Request (3 original copies) to be submitted to duty receiving officer at the Medico-Legal Division.	Requesting Party
2. Submit evidence for examination (cotton swabbed from the crime scene, clothing, bedsheets with suspected blood stain , with suspected blood stain) submitted to duty receiving officer at the Medico-Legal Division	Requesting Party
3.Payment of PHP 750.00 at any Land Bank of the Philippines (LBP) branch and present the official receipt to the duty receiving officer.	Land Bank of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 3 copies original Letter Request /Court Order to duty receiving officer at Medico Legal Division	Check completeness of documentary requirement and receive the Letter Request.	None	10 minutes	Duty Receiving Personnel
2. Submit evidence for examination (Cotton swab, cut portion of clothing, bedsheets with alleged blood stain)	Check the specimen submitted stated in the letter request.	None	15 minutes	Duty Receiving Personnel

3. Present Official Receipt (OR) from the Land Bank of the Philippines to receiving duty	3.1. Record and assign a Case Number.	None	20 minutes	Forensic Serologist
	3.2. Inform the requesting party of the procedure to be conducted.	None	5 minutes	Forensic Serologist
	3.3. Specimen documentation and sampling.	None	1 hour	Forensic Serologist
	3.4. Perform the immune-chromatographic test.	None	2 hours	Forensic Serologist
	3.5. Prepare the final laboratory report.	None	4 hours	Forensic Serologist
	3.6. Review and approve the final report.	None	4 hours	C, MLD
	3.7. Sign the final report.	None	8 hours	Chief of Staff, FG
4. Present the stamped letter request, request Special Bank Receipt (SBR) and Official Receipt from Land Bank to receiving duty	Release the final laboratory report.	None	20 minutes	Records Custodian
			** **Release of official Semen Determination report is after 5 working days.**	

Chemistry Division

1. Drug Test (LTOFP/ PTCFOR)

Examination performed to determine the presence of Methamphetamine and THC-metabolites in the urine sample of an applicant for license to own and possess firearms and permit to carry firearms outside residence.

Office or Division:	PNP FG - Forensic Chemistry Division (FCD) PNP Finance Service (FS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen,
Who may avail:	Applicants for License to Own and Possess Firearms (LTOPF), Permit to Carry Firearms Outside Residence (PTCFOR)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. One (1) original copy of valid government-issued identification card. Examples: a. Passport b. Driver's License c. Voter's ID/Certificate d. PRC ID e. Unified Multipurpose ID (issued by GSIS or SSS) f. SSS Card g. GSIS Card h. OWWA E-Card (For Filipino Overseas Workers) i. Police Clearance	a. DFA Consular or Satellite Office b. LTO Branches c. Local or Central COMELEC Office d. PRC Main Office or Branches e. SSS or GSIS Offices f. SSS Offices g. GSIS Offices h. OWWA Regional Welfare Offices or at the OFW Lounges in NAIA Terminal 1 and 3. i. PNP Stations
2. 1 Original Copy of Official Receipt	PNP Finance Service
3. FEO Online Account	Create account using the PNP Firearms and Explosive Office Official Website (https://feo.pnp-csg.org) or through e-gov app.

CLIENTSTEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS INGTIME	PERSON RESPONSIBLE
1. Ensure that FEO Account is active and all listed requirements are uploaded. The account should	None	None	None	Client

indicate that client is “for Drug Test.”				
2. Pay the Drug Testing Fee at Finance Service window at One-Stop Shop (OSS) and obtain original copy of the official receipt.	*PNP Finance Service is a separate office from PNP Forensic Group.*	PHP300.00 (Drug Testing Fee for Regular Applicants) PHP240.00 (Drug Testing Fee for Senior Citizen/ PWD Applicants)	None *(process belongs to FS)*	Disbursing Officer Finance Service
3. Present one original copy of a valid government-issued ID and the official receipt of the Drug Testing Fee issued by Finance Service, to the receiving officer at the Drug Test area of the OSS.	3.1. Accept the ID and official receipt presented. 3.2. Issue 2 copies of the Voluntary Submission for the Conduct of Non-Criminal Drug Test Form and instruct applicant to fill out the necessary details in both copies.	None	3.1. 5 min 3.2. 10 min	3.1. Drug Test Personnel, FCD 3.2. Drug Test Personnel, FCD
4. Fill-up 2 copies of the Voluntary Submission for the Conduct of Non-Criminal	4.1. Receive the 2 filled-up copies of the Voluntary Submissi	None	4.1. 15 min	4.1. Drug Test Personnel, FCD

Drug Test Form and submit to the receiving officer at the drug testing area of the OSS.	on for the Conduct of Non-Criminal Drug Test Form. 4.2. Submit the ID, official receipt, and Voluntary Submission for the Conduct of Non-Criminal Drug Test Form to the Verifier and instruct client to wait at the bench provided for clients.		4.2. 10 min	4.2. Drug Test Personnel, FCD
5. Wait at the bench provided for clients until called.	5.1. Validate client information in the ID, official receipt and Voluntary Submission for the Conduct of Non-Criminal Drug Test Form if properly reflected to the applicant'	None	5.1. 20 min 5.2. 5 min 5.3. 15 min	5.1. Drug Test Personnel, FCD 5.2. Drug Test Personnel, FCD 5.2. Drug Test Personnel, FCD

	s FEO account. 5.2. Return the documents to the receiving officer. 5.3. Receiving officer to log all necessary information, assign a code to the applicant, and call client's name for issuance of sample bottle.			
6. Proceed to the receiving officer and wait for issuance of sample bottle.	Issue sample bottle to applicant, and instruct to proceed to the sample collection area.	None	10 min	Drug Test Personnel, FCD
7. Proceed to the designated sample collection area and fill the bottle up to the brim, then submit the urine sample to the authorized specimen collector.	7.1. Check if the urine sample submitted is enough. 7.2. Instruct applicant to seal the sample bottle with a masking tape marked	None	7.1. 2 hours 7.2. 10 min	7.1. Drug test Personnel, FCD 7.2. Drug test Personnel, FCD

	with the time and date of collection, and applicant's signature.			
8. Seal the sample bottle with a masking tape marked with time and date of collection, and client's signature.	Accept sample bottle and return the ID, official receipt, and release client's copy of Voluntary Submission for the Conduct of Non-Criminal Drug Test Form to the client.	None	15 min	Drug test Personnel, FCD
9. None	9.1. Conduct Screening Analysis. 9.1.1. **Negative result** for PTCFOR/Juridical - Prepare and sign laboratory report. 9.1.2. **Negative result** for LTOPF - Upload/ click the result of drug test in applicant's FEO System account.	None	9.1. 3 hours 9.1.1. 2 days & 14 hours 9.1.2. 1 day & 14 hours 9.2. 4 days	9.1. Duty Forensic Chemist, FCD 9.1.1. Duty Forensic Chemist, FCD 9.1.2. Duty Forensic Chemist, FCD 9.2. Duty Forensic Chemist, FCD 9.2.1. Duty Forensic Chemist, FCD 9.2.2. Duty Forensic Chemist, FCD

	9.2. Conduct confirmatory test on samples which tested positive in the screening analysis. Prepare and sign Laboratory report. 9.2.1. Positive result for PTCFOR/Juridical - Prepare and sign laboratory report. 9.2.2. Positive result for LTOPF - upload/click the result of drug test in applicant's FEO System account.		9.2.1. 2 days & 14 hours 9.2.2. 1 day & 14 hours	
10. None	Review and approve laboratory report.	None	3 hours	Chief, FCD
11. For LTOPF, check FEO Account for result. For PTCFOR, present original copy of a valid government-issued ID to claim laboratory report at	11.1. None 11.2. Check ID presented and release applicant's laboratory report.	None	11.1. None 11.2. 5 minutes	11.1. None 11.2. Drug test Personnel, FCD

Forensic Chemistry Division, PNP Forensic Group at Camp Crame, QC.				
		TOTAL:	**PHP300.00** (Drug Testing Fee for Regular Applicants) **PHP240.00** (Drug Testing Fee for Senior Citizen/PWD Applicants)	**2 days** (LTOPF with Negative Result) **3 days** (PTCFOR with Negative Result) **6 days** (LTOPF with Positive Result) **7 days** (PTCFOR with Positive Result)

Polygraph Division

1. Polygraph Examination

The polygraph examiner conducts examination on victim/suspect/ complainant/witness to confirm or refute conflicting statements involving any suspicious activity or wrongdoing.

Office or Division:		Polygraphy Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:		PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter Request (1 Original Copy/ 1 Photocopy)		Requesting Party		
2. Initial Investigation Report/Facts of the Case (1 Original Copy and 1 Photocopy)		Requesting Party/ Investigative Bodies		
3. Notarized Affidavit of Consent, Examinee Suitability Info Sheet and valid ID of the Examinee (Forms will be provided by this Office) (1 Original Copy)		Requesting Party and Examinee		
4. Valid Identification Card (Government Issued)		Examinee		
5. Authorization Letter (1 Original Copy)		Authorized Representative		
6. PNP FG Forensic Examination Application and Order of Payment Form (1 Original Copy/ 2 Duplicate Copies)		Polygraphy Division		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSI NGTIME**	**PERSON RESPONSI BLE**
1. Submit the letter request in person or via email, along with other relevant attachments such as the Investigation Report, Sworn Statements of the involved	1.1. Evaluate and properly receive the submitted letter of request, and log the information of the requesting party. 1.2. Properly fill out and issue the Polygraph Request Form	None	15 minutes	**Duty Receiving Personnel**

parties, and other supporting documents.	(PRF) to the requesting party, indicating the scheduled date of the examinee's polygraph examination, and secure a photocopy of the PRF for office records and reference.			
2. Conduct a case conference upon determination of the nature of the case.	Evaluate the case at hand to rationalize the approach to the examinee and determine the appropriate Validated Polygraph Technique to be utilized.	None	20 minutes	**Chief, Criminal Section/ Chief, Non-Criminal Section**
3. Pay the examination fee at the nearest Landbank of the Philippines (LBP) branch and present the Official Receipt (OR) to the Duty Receiving Personnel at the Polygraphy Division office.	Verify the presented Official Receipt and record its details, particularly the SBR number, in the Trust Receipt Logbook.	Php1,000.00	5 minutes	**Duty Receiving Personnel**
4. Presentation of the examinee on the D-day, along with their government-issued valid ID, a duly notarized Affidavit of Consent, a properly filled-out Examinee	4.1. Conduct the pretest interview in the Polygraph Examination Room and fill out the Examinee Personal Information Sheet. 4.2. Conduct the polygraph examination on	None	5 hours	**Designated Polygraph Examiner**

Suitability Information Sheet, and the completion of the Self-Assessment Form at the receiving area of the Polygraphy Division.	the examinee in the Polygraph Examination Room. 4.3. Evaluate and score the acquired polygraph data. 4.4. Draft, finalize, and approve the Polygraph Report. 4.5. Turn over the report to the Records Custodian for safekeeping of the polygraph case records.			
5. Claiming of the Polygraph Report at the receiving area of the Polygraphy Division	5.1. Properly release the polygraph report and explain the results to the requesting party. 5.2. Have the requesting party fill out the Online Client Satisfaction Measurement Survey (OCSMS).	None	30 minutes	**Duty Receiving Personnel**
TOTAL:		**PHP 1,000.00**	**6 hours and 10 minutes**	

FEEDBACK AND COMPLAINTS MECHANISM	
How to Send Feedback	Filling-up of Client Satisfaction Survey
How Feedbacks are Processed	Consolidated, Reviewed and Evaluated
How to File a Complaint	Walk-in, text 2920, Letter complaint
How Complaints are Processed	Evaluated if found with probable cause endorsed to the Investigation Office for subsequent conduct of investigation.
Contact Information of CCB, PCC, ARTA	Contact Center ng Bayan (CCB) 0908-881-6565 Presidential Complaint Center (PCC): +63(2)-8736-8645/ +63(2)-8736-8603 +63(2)-8736-8629 +63(2)-8736-8621 Anti-Red Tape Authority complaints@arta.gov.ph 8478-5093

LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
National Headquarters Forensic Group	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 4216 cl@pnp.gov.ph
Medico-Legal Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7241 mldnhqcl@gmail.com
Forensic Chemistry Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 7244 opn.chem@gmail.com
DNA Laboratory Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 local 7249 dna.pnpcl@gmail.com
Questioned Document Examination Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7243 pnpclqded@gmail.com
Fingerprint Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7247 fpidnhq@yahoo.com
Physical Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7250 physicalidentification@gmail.com
Polygraphy Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7251 polygraph2021@gmail.com
Firearms Identification Division	PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City	7230401 loc. 7238 firearmsidentificationdivision@gmail.com
Quezon City Police District Forensic Unit	QCPD Stn 10, EDSA Quezon City	352-33-37/ qcpdcrimelab@yahoo.com
Eastern Police District Forensic Unit	Nueve de Pebrero St., Mauway, Mandaluyong City	(02) 571-29-09/ epdcl@yahoo.com
Northern Police District Forensic Unit	Caloocan City PS, Samson Road, Sangandaan	937-7563/ npdclo98@gmail.com
Southern Police District Forensic Unit	Camp Bagong Diwa, Lower Bicutan, Taguig City	812-3781/ spdclo@yahoo.com
Manila Police District Forensic Unit	HQS MPD Office, UN Avenue, Ermita, Manila	310-7527/ wpd_clo@yahoo.com
Regional Forensic Unit-National Capital Region	Camp Bagong Diwa, Lower Bicutan, Taguig City	09924650234 ncr_clo@yahoo.com
Regional Forensic Unit 1	Camp Florendo, San Fernando City	(072) 607-64-65/ rclo1@yahoo.com.ph

Regional Forensic Unit 2	Camp Adduru, Tuguegarao City	(078) 3049-442/ rclo02@yahoo.com
Regional Forensic Unit 3	Camp Olivas, San Fernando City, Pampanga	(045) 860-2931 rclo_three@yahoo.com
Regional Forensic Unit 4A (CALABARZON)	Camp Vicente Lim, Canlubang, Laguna	(049) 827-0693/ rclo_4a@yahoo.com
Regional Forensic Unit 4B (MIMAROPA)	Camp Efigenio C Navarro, Brgy Suqui, Calapan City	(043) 441-6405/ pnp_rclo4b@yahoo.com
Regional Forensic Unit 5	Camp Simeon Ola, Legazpi City	(052) 0998-598-8078/ rclo5soco@yahoo.com.ph
Regional Forensic Unit 6	Camp Martin Delgado, Iloilo City	(033) 509-9444/ pnp_rclo6@yahoo.com.ph
Regional Forensic Unit 7	Camp Sotero Cabahug, Gorordo Ave, Cebu City	(032) 232-6997/ pnp.rclo7@gmail.com
Regional Forensic Unit 8	Camp Ruperto Kangleon, Palo, Leyte	(053) 323-7730/ 0905-457-7336/pnprclo8@yahoo.com
Regional Forensic Unit 9	Camp Batalla, Justice RT Lim Blvd, Zamboanga City	(062) 992-1449/ regionalcl9@yahoo.com
Regional Forensic Unit 10	Camp Evangelista, Cagayan de Oro City	(088) 850-7911/ pnprclo10@yahoo.com.ph
Regional Forensic Unit 11	Ecoland, Davao City	(082) 297-8646/ crimelab_davao@yahoo.com
Regional Forensic Unit 12	Camp Fermin Lira, Gen. Santos City	(083) 552-2911/ pnp.rclo12@gmail.com
Regional Forensic Unit 13	Camp Col. Rafael C Rodriguez, Libertad, Butuan City	(085) 816-0502/ 0999-9459-424 rclo13caraga@yahoo.com
Regional Forensic Unit CAR	Camp Bado Dangwa, La Trinidad	(074) 09-3903/ crimelab_car@yahoo.com
Regional Forensic Unit BAR	PC Hill, Cotabato City	(064) 421-2588/ rclo.armm@gmail.com / rclo.armm@yahoo.com
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