



## 11. Collection of Naturalization Fees (RA 9139)

Guidelines, Procedures and Instructions in the Collection of Naturalization Fees

<b>Office or Division:</b>	Cash Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Clients/Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment (one copy)		Special Committee on Naturalization		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents Order of Payment for:  1. Forms	1.1. Checks if Order of Payment is properly filled out.	P 1,000.00	10 Minutes	<i>Collecting Officer</i> in Cash Division



2. Filing		P 39,000.00 (Regular)  P 19,000.00 (Wife)  P 19,000.00 (Minor)		
3. Oath-Taking		P 100,000.00 (Regular)  P 40,000.00 (Wife)  P 40,000.00 (Minor)		
4. Certification		P 500.00 / Document		
5. Certified True Copy		P 500.00 / Document		



	1.2. Issues Official Receipt			
Total Processing Time			10 minutes	