



## 15. 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 original 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> |



|   |  |  |                   |  |
|---|--|--|-------------------|--|
| <p>1. Presents Order of Payment for:</p> <p>1. Forms</p> <p>2. Filing</p> <p>3. Oath-Taking</p> <p>4. Certification</p> | <p>1.1. Checks if Order of Payment is properly filled out.</p> | <p>P 1,000.00</p> <p>P 39,000.00<br/>(Regular)</p> <p>P 19,000.00<br/>(Wife)</p> <p>P 19,000.00<br/>(Minor)</p> <p>P 100,000.00<br/>(Regular)</p> <p>P 40,000.00<br/>(Wife)</p> <p>P 40,000.00<br/>(Minor)</p> <p>P 500.00 / Document</p> <p>P 500.00 / Document</p> | <p>10 Minutes</p> | <p>Collecting Officer in Cash Division</p> |
|---|--|--|-------------------|--|



5. Certified  
True Copy

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|



|                       |                                    |  |            |  |
|-----------------------|------------------------------------|--|------------|--|
|                       | 1.2. Issues<br>Official<br>Receipt |  |            |  |
| Total Processing Time |                                    |  | 10 minutes |  |