



16. Collection of Naturalization Fees (EO 460)

Guidelines, Procedures and Instructions in the Collection of Income and Fees.

Office or Division:	Cash Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Clients/Representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment (one original copy)		Special Committee on Naturalization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Order of Payment for:	1.1. Verifies if Order of Payment is properly filled out.	P 500.00 / Document	10 Minutes	<i>Collecting Officer</i> in Cash Division



1. Certification 2. Certified True Copy	1.2. Issues an Official Receipt			
Total Processing Time			10 minutes	