

Collection of Naturalization Fees (EO 460, s. 1997)

Guidelines, Procedures and Instructions in the Collection of Income and Fees.¹

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. Certification 2. Certified True Copy	1.1. Verifies if Order of Payment is properly filled out.	None	6 Minutes	<i>Collecting Officer</i> in Cash Division Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

1.2 Receives original copy of Official Receipt from Cashier				
	1.2. Issues original copy of Official Receipt to client.		4 Minutes	<i>Collecting Officer</i> in Cash Division Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS
TOTAL:		None	10 minutes	