

Issuance of Mayor's Clearance

The Mayor's Clearance is issued to bona fide residents of the Municipality of Burgos, La Union to attest their residency and to certify that there are no cases filed against the concerned individual with the Office of the Municipal Mayor.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Barangay Clearance (1 original copy) Police Clearance (1 original copy) 		<ol style="list-style-type: none"> Office of Barangay where the applicant lives Burgos Police Station 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook.	1. Request client to register on the logbook	None	2 Minutes	<i>Admin. Aide VI</i> <i>Mayor's Office</i>
2. State the purpose and submit requirements	2. Receive required documents and check for completeness 2.1. Start processing the request	None	5 Minutes	<i>Admin. Aide VI</i> <i>Mayor's Office</i>

3. Proceed to Treasury Office for payment of required fees	3. Accept payment and issue official receipt	P50.00	5 Minutes	<i>Revenue Collection Clerk II Treasurer's Office</i>
4. Return to the Mayor's Office for the release of Clearance	4. Check the official receipt 4.1 Issue Mayor's Clearance to the client	None	3 Minutes	<i>Admin. Aide VI Mayor's Office</i>
	TOTAL	P50.00	15 minutes	