

# Issuance of Certified Copies of Tax Declaration or ARP'S

**ABOUT THE SERVICES:** The Tax declaration serves as a permanent record of every real property unit (land, building and machinery) as basis for payment of Real Property tax.

<b>CLIENT GROUPS:</b>	Real Property owners/ Administrator/ Authorized Representative.
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Name of owner</li> <li>• Lot number</li> <li>• Previous ARP no./PN</li> <li>• Etc.</li> </ul>
<b>SERVICE SCHEDULE:</b>	Monday to Friday 8:00 AM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	20 minutes
<b>TOTAL FEES/CHARGES:</b>	P 35.00/copy

Step 1 >> 10 minutes

Request for certified copy of documents needed

Assessment Clerk verifies records and print the documents

Step 2 >> 3 minutes

Proceed to Treasury Office to pay the fees

Revenue Collection Officer issues Official Receipt

Step 3 >> 5 minutes

Back to Assessor's Office and present the receipt

Assessment Clerk or Municipal Assessor record the certified copy Authenticate or certify the print copy

Step 4 >> 2 minutes

Received the requested certified copy by client

Assessment Clerk issues the document